

Principal's Message

Dear Students and Families:

On behalf of the Savannah Arts Academy administration, faculty and staff, we welcome you to the 2016-2017 school year. Whether you are new to Savannah Arts or a returning family, we are happy that you joined us. Savannah Arts offers a dedicated and collegial staff that will care for your children and hold them accountable to high expectations. Relationships, rigor and relevance are driving principles at Savannah Arts Academy. Our goal is to educate the whole student by preparing each of them for their college experience or career path. We offer an attractive and rigorous educational program which is enhanced by the arts, extra-curricular activities, clubs and sports.

We believe that parents play a critical role in the success of our students. Parents, you are your child's first and most important teacher. You know your child better than anyone else and we invite you to work in partnership with your child's classroom teacher. You have rich insight into your child's unique needs, talents and interests. Please feel free to share any information that you believe will help us increase your child's success. Teachers, however, have a unique perspective on your child. They will see your child as a member of the class and watch as they interact with peers, face the challenge of new learning, ask questions, and solve problems. Parent and teacher perspectives, working in partnership, are critical to ensure that your child's time at Savannah Arts Academy is exciting and rewarding.

Our handbook has been prepared to provide you and your child with pertinent information about their educational opportunities and responsibilities at Savannah Arts Academy. Several changes have been made to inform you of our revised dress code, attendance and policies. Student activities, clubs and organizations are described, and we invite and encourage you to participate in these opportunities.

We look forward to partnering with you to make this an exciting and successful year for our students. Thank you in advance for your support and commitment. If you have any questions, please do not hesitate to contact the school at (912) 395-5000.

Sincerely,

Gif Lockley, Principal

ADMINISTRATORS

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CLERICAL STAFF

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Introduction

The Savannah Arts Academy opened in August 1998 as a visual and performing arts high school for students in grade 9-12. The school was also a designated Charter school. The Arts Academy is committed to offering talented students progressive and challenging academic and arts program as we prepare each student for higher education or the workforce.

Savannah Arts Academy students pursue a program of study in one of five majors – Communication Arts, Dance, Theatre, Music (Vocal or Instrumental), and Visual Arts. Art courses are taken alongside a rigorous program of academic study.

The faculty and staff prepares students to interact successfully in an ever-changing environment conducive to the educational and artistic challenges offered at Savannah Arts Academy

Contained within this handbook you will find:

- Board of Education Policies and Procedures
- Savannah Arts Academy Policies and Procedures
- Graduation and Promotion Policies
- School Information – daily schedule, grading and other useful information

This handbook should be read in conjunction with the *Savannah-Chatham County Schools Code of Conduct*, which all students receive at the beginning of each school year. Additionally, a number of basic fundamental rights that will ensure the safety, respect and welfare of all our students, faculty and community are listed in “The Savannah Arts Academy Entrance Agreement Contract.” All students and parents/guardians are required to sign this contract before entrance *requirements can be finalized*.

Acceptable Use Policy

Savannah Arts Academy offers Internet access through the media center and selected classrooms. Access to information through the Internet is intended for appropriate education and research activities in support of class assignments and projects. However, the Internet can be misused and can provide access to inappropriate and non-Savannah-Chatham Board of Public Education approved material. In an effort to encourage appropriate Internet use and discourage inappropriate Internet use, students must have parental permission to receive access to the Internet on BOE facilities. (Savannah-Chatham Co. BOE Policy IFBG Computers: Instructional Program/Internet Use). Parents must sign a user authorization form before students can have Internet access. E-mail access is not available to students at any time.

Accountability for BOE Property

When textbooks, library media materials and equipment are issued to students, the return of these materials to the school for further use shall be the sole responsibility of the student and their parent/guardians. When materials or equipment are not returned to the school in usable condition, it is the responsibility of the student and their parents/guardians to reimburse the Savannah-Chatham County Board of Education for the cost of replacement or repairs.

Students who owe for lost or damaged textbooks, library media materials and/or equipment shall have their report cards withheld by the school administration.

Another textbook of the same subject area will not be issued until the school system has been compensated; although textbooks in the same subject area may be made available for use in the classroom.

Additional library media materials and equipment shall not be checked out to the student until the school system has been compensated. Students may continue to use the learning resources within the confines of the media center.

Students who are promoted to another school and have not compensated the school system for materials will have a record of their obligations forwarded to the receiving school. Students who transfer within or out of the Savannah-Chatham County School System and have failed to compensate the Board of Education for lost or damaged textbooks, library media materials, and/or equipment shall have their report cards and transcripts delayed until their financial obligations are settled.

At the time of withdrawal for the SCCPSS, the principal/designee shall check to see if the transfer and withdrawal form indicates that all records have been cleared. If compensation is due, the transfer and withdrawal form, report card and transcript shall be retained by the school until payment is made.

Students shall not be eligible to participate in graduation exercises and activities of the SCCPSS if debts related to loss of damaged textbooks, library materials or equipment, or dues remain unpaid.

Address or Phone Changes

Students are to inform the school's Information Specialist and their advisors of any change in address, telephone number(s), and email address changes as soon as possible. This should be done in writing. For address changes, please make sure the appropriate documentation accompanies the request.

Asbestos Notice Language

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires annual notification of any asbestos containing building materials (ACM) within the school system. Under certain conditions, asbestos fibers could cause a health problem. Therefore, in order to minimize any hazard, an Asbestos Management Plan has been developed for each school. Each facility has an Asbestos Management Plan available, which identifies the location of ACM in the facility, available for public viewing during regular hours of operation. If you have any questions, please call Mr. Coy Mosley in the Maintenance and Operations Department at 912-201-5730.

Attendance

A written excuse is required from every student in order to re-enter school after an absence. Students must submit their excuse to the Information Specialist upon their return; it will be determined by the Information Specialist whether or not the absence

was excused or unexcused and the student will be given an Admit Slip indicating this information. It is the student's responsibility to present the Admit Slip to each teacher and have them sign it. The student must keep these slips for documentation should he/she exceed the four day limit and need a waiver. Each classroom teacher records whether an absence is excused or unexcused via the computerized attendance system. Absences are recorded as unexcused until the Admit Slip indicates otherwise. No makeup work will be given, including tests, for unexcused absences. A zero will be recorded for all assignments missed due to unexcused absences. **Consequences for excessive absences include detention and Saturday School.** Students who are consistently absent from school are in violation of their *Entrance Agreement* and shall be withdrawn from enrollment.

*** Note – Per Board Policy only 5 days of absence per school year will be excused with a handwritten parent note.**

Students arriving on campus prior to 7:30am are to report to the theater. Students are not permitted in the school building prior to 7:00am. Students not involved in a supervised activity are to exit the building immediately after 2:40pm and leave the campus.

Students are not allowed to leave campus during the school day without authorization. Only students who have signed out through the Main Office are authorized to leave campus. **Consequences for leaving campus without authorization from the Main Office include detention, Saturday School, In School Suspension (ISS), or Out of School Suspension (OSS).** Students returning to the school must sign-in through the Main Office. Visitors are not allowed to go into the parking lot or the school's classroom wings. All visitors must report directly to the Main Office. (See: trespassing)

School Process Regarding Student Attendance and Driver's License

- School officials will notify students aged fourteen (14) or older via first class mail when they have only three absences remaining (after seven (7) unexcused absences) prior to violating the attendance requirements contained in subsection O.C.G.A. 40-5-22(a.1) (GA Driver's License Law/ School Attendance Law). **Student Warning Letter**
- Students are required to obtain a **Certificate of Attendance** from their school to apply for an instructional permit or driver's license. After completing the form, the student returns it to school administrators, who approve and notarize the form, certifying that the student is in compliance with attendance and discipline requirements. The form is returned to the student with **2-5 business days** and for a \$5.00 fee. The student delivers the Certificate to the Department of Motor Vehicle Safety (DMVS). The form expires after a thirty (30) day period.
- The law states that if a student is not in compliance with attendance and/or discipline requirements, a **Certificate of Noncompliance** will be signed by a school administrator, notarized and submitted within 24 hours to the system TADRA coordinator for submission to DMVS.
- Students will be notified only by DMVS that their license has been suspended. The suspension is for a period of one year or until the student reaches age eighteen (18).
- If the **Certificate of Noncompliance** has been submitted in error, the school must complete a **Certificate of Re- Enrollment/ Reinstatement** and submit it to the

DMVS.

- With the above exception, reinstatement of an instructional permit or driver's license is solely the responsibility of the Department of Motor Vehicle Safety.

Important, Please note!

Please see the *SCCPSS Student Code of Conduct* for the complete policy on attendance and truancy.

Early Dismissal

Early dismissal is strongly discouraged except when absolutely necessary. A student who wishes to be released from school early is to bring a note from a parent/guardian. The note is to be taken to the Office. The authenticity of the note will be verified before the student is released early. Students must sign out in the Office. After receiving a dismissal pass students are to leave campus immediately.

Missed work due to absence

Students are responsible for any work missed due to absences from school. Teachers will permit students to make-up work missed due to excused absences for any of the following reasons: participation in school sponsored activities, personal illness, medical requirements, death of a family member, hazardous conditions, observance of religious holiday, and orders of governmental agencies.

Teachers must permit students to complete missed homework, tests or examinations within five school days after the student returns to school. If it is the fourth marking period, the teacher must permit the student to complete the homework, test or examination by the end of the teacher's post-planning days, provided the absence is approved for make-up work.

Teacher discretion may be used to extend the make-up time in extenuating circumstances. Teachers must be able to document multiple attempts to communicate with the parent and student regarding missed assignments and/or tests. **It is the student's responsibility to make arrangements with the teacher to make up and complete missed assignments and/or tests.**

Punctuality

Students are to be on time for school and all classes; this includes advisement which begins promptly at 7:45am. Punctuality is essential for uninterrupted instruction. **Consequences for excessive tardies include detention, Saturday School, In School Suspension (ISS) and Out of School Suspension (OSS).** Students who are consistently tardy to school and/or to class are in violation of their *Entrance Agreement* and shall be withdrawn from enrollment.

Skipping Class

Skipping class is a serious infraction of Savannah Arts policies. **A student who skips a class will be assigned Saturday School, In School Suspension (ISS), or Out of School Suspension (OSS) pending a parent conference. This includes advisement.** Appropriate disciplinary action will be determined during the parent conference.



Schedule

<u>Time</u>	<u>Class</u>	<u>A Day</u>	<u>B Day</u>
7:40-7:50	Advisement	Advisement	Advisement
7:55 -9:25	Class 1	1 st	2 nd
9:30 -11:00	Class 2	3 rd	4 th
11:05 -1:05	Class 3 (Lunches)	5 th	6 th
1:10-2:40	Class 4	7 th	8 th

<u>A Lunch</u>	
11:05-11:30	Lunch
11:35-1:05	Class
<u>B Lunch</u>	
11:05-12:35	Class
12:40-1:05	Lunch

Athletics

Savannah Arts Academy participates in numerous athletic sports and competitions. Any student interested in participating should see the Athletic Director. Any student participating in athletics must be academically eligible and meet all GHSA rules.

Eligibility for Athletics:

Block Eight Program

Georgia High School Association requires:

- You will not have turned 19 before May 1.
- You have not enrolled in more than eight (8) semesters in high school.
- You take eight courses and each course is worth one unit.
- You must pass at least (5) five courses the semester prior to participating.
- Unit requirements are the same in all curricular programs and are accumulated towards graduations:

9th Grade = E

10th Grade = 4 Units

11th Grade = 10 Units

12th Grade = 16 Units

- You have not changed schools without a corresponding move by your guardian.
- You have not been recruited and/or had undue influence used to induce a transfer.
- You have not received money or other valuable considerations for participating in sports.
- You represent your school as an amateur athlete solely for the physical, mental, social, and pleasure of participating.

Equity in Sports

State law prohibits discrimination based on gender in athletics programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Savannah-Chatham County Public School System does not discriminate on the basis of gender in its athletics programs. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator, Peggy Johnson at 208 Bull St., Savannah, Ga. 31401, phone 395-5531.

Policy IDFA, Equity in Sports can be found on the web page (www.sccps.com) under athletics for Savannah-Chatham County Public Schools.

Physical Education Uniform

Students participating in Physical Education classes are required to wear the appropriate attire for physical exercise. Your PE instructor will provide you with specific guidelines. Uniforms are available for purchase.

Clubs

Chess Club	Van Goor	Learning and playing chess.	Participates in chess tournaments
Christian Fellowship Club	Martin	Student-initiated, student-led organization that welcomes anyone who wants to participate for inspiration and fellowship.	Sponsors "See You at the Pole" each September. Meets after school once or twice per month. Sponsors one or more charitable projects each year.
Creative Writing Club	Stahl	Assists students in learning creative-writing skills and sharing works.	Regular meetings with organized readings. Sessions increase students' creative writing abilities and comfort levels.
French Honor Society, La Societe Honoraire Francais	Beasley	Academic recognition society related to French language and culture	Annual induction recognizing achievement in French language.
Film Forum	Clifton	The study of cinema as a serious medium, as viable form of storytelling, and its impact on popular culture. Primarily, our focus is in critical theory.	Students, faculty, and the community participate in monthly screenings of films considered as classic examples of cinema. Lively discussion of the film's meaning and importance follows each viewing.

Future Business Leaders of America	Schwerin	Promotes business and career related skills in high school students	Meets regularly to perfect skills related to career. Attends and competes in district, state, and national conferences.
Future Educators of America	Oliver	Future Educators of America is an international program for middle and high school students interested in exploring careers in education	Meets regularly to understand the educational process and how to become an effective teacher. Observe National Teachers Week and FCCLA/FEA.
Gay Straight Alliance	Stahl Corbett	Created to bring together LGBTQ and straight students to support each other, provide a safe place to socialize and create a platform to fight for racial, gender, LGBTQ, and economic justice in the school and the community.	Meets every other Thursday. The club will host speakers, discussions, socials, projects, and other events according to the statement of purpose.
International Club	Verwiel	To demonstrate pride in their heritage and share their knowledge with the community.	International Night is an event that features countries from around the world. There will be a fashion show, booths with food and artifacts from the countries will be displayed.
International Thespian Society	Lundin Pridgen	Recognizes and rewards excellence among the participants in the theatre arts program; open to any SAA student	Meets monthly, participates in the annual Georgia State Thespian Conference and in charitable fundraising events like Relay for Life
Key Club	Buckles	Key Club is the largest and oldest service organization for teens. It is student led, built on the belief that amazing things happen when students are empowered to take the lead.	Students determine their meeting schedule, service projects and other activities in order to fit the needs of advisors, members and sponsors
Math Club	Martin Sapp	To practice good math and problem solving skills.	Meets monthly in preparation for math competitions in February and March.
Mock Trial	Lynah	Engages learning and develops strategies and	Meets twice per week in preparation for state and

		procedures related to court proceedings through the assumption of roles in a 'mock' criminal or civil court case.	national competitions.
Model United Nations	Johnson	Simulation of the United Nations in NY.	Research a variety of topics of international concern and debate resolutions and calls for action at conference in February.
Moody's Math Challenge	Snope	The purpose to challenge a team of 3 to 5 students to solve a real world dilemma. The meetings culminate in a 14hr marathon problem solving session that occupies an entire Sunday at the end of March in which the team competes with over 1000 other teams from across the US.	The activities include monthly problem solving meetings and the competition. Here's a link to the site if you are interested http://m3challenge.siam.org/ Only 11 th and 12 th grade students are allowed to participate.
National Art Honor Society	Payne Scoggins	NAHS is to inspire and recognize students who show an outstanding ability and interest in art. We strive to aid members in attaining the highest standards in art scholarship, character, and service.	Varied activities promoting visual arts in the community.
National BETA Club		The Beta Club is an honor and service society, which promotes the following principles: honesty, justice, service, cooperation, responsibility industriousness, humility, and charity.	Annual induction to recognize students with a 95or higher GPA and community service projects that promote BETA Club ideals.
National Dance Honor Society	Jernigan	To express their devotion to the art form of dance by sharing, recognizing, and promoting dance education within schools and the community.	Quarterly meetings, outreach projects with district schools, fundraising activities, supporting dance endeavors. Must maintain 90 or above in all classes.
National English Honor Society	Lacey	National organization for high school student who merit special note for past and current accomplishments in the field of English.	Provides opportunity for national networking with others who share enthusiasm for, and accomplishment in, the language arts.

National Honor Society	Summerford	Promotes leadership skills, academic excellence, and high moral character. Students must have 90 or above average.	Regular meetings concerning school and community service.
Odyssey of the Mind	TBA	Supports creative problem solving skills encompassing a wide range of areas from performing arts to mathematics	Students meet regularly with intense sessions in January to prepare for local, state and world competitions.
Let's Talk Peer Mediation	Hadley	The group meets to discuss tardiness; talking, sleeping, doing other work/ not focusing in class ; not keeping up with work (organizing, setting priorities); chronic dress code or other minor rule breaking in addition to social problems and other concerns.	Students meet monthly.
Seniors Offering Freshman Assistance (S.O.F.A.)	Hadley Hodges	S.O.F.A. is for seniors to serve as mentors to freshman students in order to ease their transition from middle to high school.	Students meet quarterly.
Spanish Honor Society Sociedad Honoraria Hispanica	Fortson Verwiel	International honor society founded in 1953 to recognize high achievement of students in the Spanish languages and to promote Hispanic and Portuguese studies.	Members attend monthly meetings, share publications provided by the national chapter, and participate in Spanish Honor Society competitions.
SLP (Student Leadership Program)	Payne Scoggins Williams Fortson	The Student Leadership Program (SLP) is a community initiative designed to equip students with tangible skills that will help them explore options beyond the classroom.	Monthly leadership sessions, community service, and summer trips. Join by application September of freshmen year.
Tri-M Music Honor Society	Polk	International music honor society that increases student involvement with music.	Centered on Leadership and Service.
SPORT	SEASON	COACH	GENDER
Volleyball	Fall	Fortson	Female
Cross Country	Fall	Ricciardi(F) & Hodges(M)	Female & Male

Swimming	Winter	Best	Coed
Wrestling	Winter	Olson	Male
Track & Field	Spring	Belue (F) Johnson (M)	Female & Male
Tennis	Spring	Best	Female & Male
Golf	Spring	District team	Female & Male
Soccer	Spring	Mustafa/ Hodges(F) Williams (M)	Female & Male

Discipline / Code of Conduct

School attendance is a right guaranteed to students as citizens. The right will not be denied without due process. All students are expected to conduct themselves in a proper and lawful manner. The Savannah-Chatham County Public School System's Code of Student Conduct is distributed to all students at the beginning of the year in order for students and parents/guardians to familiarize themselves with these behavior expectations. All students are expected to abide by the Code of Student Conduct Board of Education discipline policies, and Savannah Arts Academy policies. Students will be held personally accountable for their behavior at all times when they are on any property of the Board of Education, attending school sponsored events or activities (field trips), or riding as a passenger on a vehicle operated by the Board of Education. Students who exhibit behavior problems will be withdrawn from Savannah Arts Academy and returned to their home school. Refer to the Code of Conduct for a description of all discipline policies and procedures and dress code criteria. A thorough review of this document, by both parents and student, is strongly recommended.

Book bags, Backpacks Gym bags, etc.

The Code of Conduct for the district requires all book bags, backpacks, athletic bags and other similar items used by students while on any Board of education property, attending school sponsored events or activities, riding on Board operated vehicles, or within safety zone must be made of a material or design that allows the contents to be clearly visible; either see-through mesh or clear plastic.

The mesh fabric must have the opening wide enough that items inside the bag are clearly identifiable. Handbags, purses, pocketbooks and similar items must be no larger than 8.5 x 11 inches, three or four inches deep, and must not be large enough to contain a standard textbook. Purses do not have to be transparent or made of mesh if they are within these size limitations. Book bags, backpacks, gym bags, etc. are not allowed on campus the last week of the school year.

Bring Your Own Technology

All high schools will follow a consistent plan which governs implementation of the procedures for BYOT:

- Principals will review the implementation plan with all staff during preplanning and at the change of the semester.
- If a teacher allows the use of a cell phone, it must be for instructional

purposes and they must reflect use of the cell phone for educational use in their weekly lesson plan, to include but not limited to the following:

- Exactly when the technological device will be used
- What the teacher will do, what the students will do
- How the technology will support and extend student mastery of the standards/learning
- Cell phones/I-pods may be used before and after school (2:40pm). They must be turned off/silenced upon entering the building (7:30am). The use of cellphones/ I-pods can result in Detention, In School Suspension (ISS) or Saturday School.
- The principal at each site may designate common areas/grounds and a time for cell phone calling/I-pod use during the students' scheduled lunch period. The site's designated areas must be clearly identified and communicated to students and parents. Any use outside of the classrooms (without teacher approval for instructional purposes) or the designated areas will constitute a violation and the student will be subject to consequences as outlined in policy JCDAF, and School Board Regulation JCDAF – R(1) – see below.
- Cell phones should always remain on silent/off during class/class changes and should not be visible. Under no circumstances should the noise from these devices disturb the learning of others.
- Principals and assistant principals will review the expectations with all students through assemblies. Advisors will conduct a follow up review at the end of each marking period.
- Students will submit a signed document outlining their and their parents/guardians understanding of the procedures and guidelines.

Consequences for violation of policy JCDAF: Administrative Regulation

- First Offense – Personal electronic device will be taken up and returned to the student at the end of class or the day. A student conference may be held on proper use of electronic devices within the school environment.
- Second Offense – Personal electronic device will be taken up and parent/guardian called to come to the school to retrieve the device. Parent conference may be held on proper use of electronic devices within the school environment.
- Third Offense and beyond – Administrative detention, In School Suspension (ISS) or Saturday School will be given to the student.

Honor Code

The purpose of the Honor Code is to create an environment of academic integrity. The Honor Code recognizes the importance of honesty, trust, fairness, respect and responsibility within the school building. The Honor Code places responsibility for academic honesty on the student.

Each student will sign the Honor Code Pledge at the beginning of each school year and will return the signed document to his/her advisor. Violations of the Honor Code are acts of academic dishonesty and include but are not limited to: plagiarism, cheating, fabrication, aiding academic dishonesty, lying, bribery and/or threats related to academic matters, or attempts to do any of the aforementioned violations.

Violations will be handled as disciplinary matters and will be handled by the principal and/or his designee. Consequences will include any of the following, depending on the circumstances of the incident: no credit/zero on assignments, ISS, suspension, expulsion, removal from Savannah Arts Academy.

Definitions

- **Plagiarism:** portrayal of someone else's work or ideas as your own;
- **Cheating:** using unauthorized notes or study aids, allowing another person to do your work, submitting the same or similar papers in a course without permission of the teacher;
- **Fabrication:** falsification or creation of data, research or resources, altering a graded work without permission of the teacher;
- **Aiding Academic Dishonesty:** intentionally facilitating any act of academic dishonesty or failing to report an observed violation of the Honor Code;
- **Lying:** deliberately deceiving a teacher, in written or verbal form, regarding an academic submission;
- **Bribery:** providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty;
- **Threat:** an attempt to intimidate a student or teacher for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.

Hall Passes

Students are to remain in class during the entire instructional period. If an emergency arises, hall passes may be obtained from the teacher at his or her discretion. Hall passes are included in the required *Student Agendas*. Students are not to be in the halls at any time without a hall pass.

Property Searches

Under the Safe School Climate/Zero Tolerance Policy in the Savannah-Chatham County Public Schools, site administrators may conduct searches of school property such as lockers, desks and other property assigned to students and of students and their personal possessions if site administrators have reasonable grounds to believe that students have in their possession any items or materials that are forbidden by School Board policy and/or procedure, school rules and regulations, or state or federal laws. Additionally, site administrators may conduct searches for any items or materials which may pose a danger to either students or school personnel or which may be used to cause disruption of any educational process. Searches include periodic school-wide searches conducted in agreement with local law enforcement agencies. (See Code of Conduct)

Random Administrative Inspections

As part of an initiative to enhance the overall safety of our schools, the Superintendent has implemented Random Administrative Inspections that will be conducted using each site's staff members. Inspections will be conducted by personnel trained in the safe use of a magnetometer. A minimum number of staff members will be trained to minimize the

impact on the schools educational mission, keeping staff members in their usual assignments and duties as much as possible.

Students found to be in possession of contraband during these inspections will be appropriately disciplined.

Random Administrative Inspections conducted as an administrative function will not involve Campus Police unless there is a safety issue, fight, violent outburst or threat, or violations of criminal law. Campus Police may assist in securing the inspection area or escorting and/or monitoring students to be inspected but will not actively participate in the Random Administrative Inspections.

Selling Items on School Property

Students are not to sell any items, consumable or non-consumable while on school property without approval from the principal and a faculty advisor. Only school sponsored organizations may conduct fund raising activities on campus.

Sexual Harassment

Under School Board Policy JD (14) sexual harassment includes but is not limited to the following: "Unwelcome sexual advances; request for sexual favors, request for unsolicited physical contact; verbal conduct of a sexual nature that causes an intimidating, hostile or offensive environment; physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment; writing sexually explicit notes or graffiti about another student; obtaining or attempting to obtain property or sexual favors through the use of force, menace or fear; acts initiated by a student against the chastity, common decency and morals of another accompanied by threats, fears or danger; intentionally or knowingly causing physical contact with another in an offensive or provocative manner; and, intentionally or knowingly threatening another with imminent physical or psychological injury." Students are to report immediately any violations of this policy to the school administration.

Smoking

Smoking is a serious health hazard and is not allowed on school board property. Students smoking on campus or in possession of tobacco products or cigarette lighters will be suspended.

Evaluation of Students

Grading

Teachers will calculate the following components to determine a numerical grade:

- Class assignments, homework assignments, group participation including make-up and extra credit work will constitute 40% of the grade.
- Student assessment activities including oral tests, teacher made tests, nine-week tests, semester test, term papers and research will constitute 60% of the grade.
- Students take year-long classes. First, second, third and fourth quarter grades are averaged for year-long courses for 1.0 unit of credit.
- The following grading scale will be used to report student achievement in school subjects:

Passing (70% - 100%)	Failing (below 70%)
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- The report card will reflect a maximum grade of 100. For the purposes of scholarship

determination or various NCAA grants, the following conversion should be used: "A" equals 90%-100%, "B" equals 80%-89%, and "C" equals 70%-79%.

- Georgia Milestones Assessment Systems (GMAS) count 20% towards final average.

Missed Tests and Final Examinations

The teacher will automatically give a zero on any homework, test or final course examination which a student misses for any reason and will average that score into the student's grade for the nine weeks and/or semester. The teacher will permit the student to complete the homework, test or examination within five school days after the student returns to school, provided the absence is approved for make-up work. If it is the fourth marking period, the teacher will permit the student to complete the homework, test or examination by the end of the teacher's post-planning days, provided the absence is approved for makeup work. After a student completes a make-up homework assignment, test or final examination, the teacher will initiate a grade change authorization. Upon administrative approval of the grade change, the School Information Specialist will update the student's report card and transcript.

College Entrance Exams

The PSAT/NMSQT is offered each October for college-bound students in grades 9-11. SAT-I: Reasoning, SAT-Subject tests and American College Tests (ACT) applications are available in the Guidance Office. All students planning to attend college should take these tests. SAT study programs are available on computers in the labs

SAT, SAT Subject Tests, ACT

College bound juniors are urged to take the SAT or ACT in their junior year. A junior may take the test more than once, but at least one administration prior to the senior year is recommended. College bound seniors must take the SAT or ACT. Check with the counselor for the requirements of various colleges and universities.

The SAT Subject Tests is another name for the Achievement Tests. Some colleges require that you take two or three achievement tests. You must check the college admission requirements for the colleges you are interested in attending. Many colleges accept either the ACT or SAT as part of the admission process. Check with the Guidance Office for applications to sign up for the tests or go on-line for applications.

Advanced Placement (AP) College Board Classes

The AP program is a program of college-level courses and examinations that offer high school students the opportunity to receive advanced placement or college credits. Requirements for entry into the AP Program include the following:

- Score of 500 verbal and 500 mathematics on the SAT or 50 on the PSAT
- A grade point average of at least 85%
- Teacher recommendations
- Commitment to summer reading in specified subject areas

Dual Enrollment

Joint enrollment is an arrangement between the public schools and a regionally

accredited post-secondary public or private institution wherein a student enrolls in post-secondary classes and earns units of credit that count toward high school graduation requirements and post-secondary credit hours. Contact your counselor for eligibility requirements.

Class Rank

Students will be assigned a class rank based on the numerical average of all class grades. Students who transfer from another high school will have class rank computed on the basis of all course grades from all high schools attended. Letter grades earned in other high schools will be converted to numerical grades.

Honor Graduates

A student with a cumulative average of 90% or above will be classified as an honor graduate. A student's average will not be rounded off to the next highest number to meet the honor graduate requirement. Only students who have attended Savannah-Chatham County high schools for at least one semester will be considered for designation as honor graduates. Only graduating seniors who have earned a college preparatory or tech/prep seal of endorsement may be designated as honor graduates. Only graduating seniors who have earned at least four units in advanced courses and who have attended Savannah-Chatham County high schools for at least four semesters will be considered for designation as valedictorian or salutatorian of their class.

Field Trips

Students represent Savannah Arts Academy when on any type of field trip and appropriate behavior is expected at all times. All policies of the Board of Education and Savannah Arts Academy apply while on field trips. In addition, field trip sponsors and chaperones can establish additional policies and behavior guidelines specific to the field trip circumstances.

Violations of any Board of Education or Savannah Arts Academy or sponsors/chaperones guidelines will result in appropriate disciplinary action during the trip and/or upon return to the school. Trip sponsors and chaperones have the authority to end a field trip at any time during the field trip and return to the school. If such a return is made after a regular instructional day, parents will be called as soon as possible upon arrival to the school to pick up the students.

Gifted Education Program

The aim of the program for the gifted in Savannah-Chatham County is to provide an extension of learning opportunities through the development of student potential and self-esteem by offering enrichment and acceleration in the content areas, as well as unique areas of interest. Gifted education services are designed to provide challenging opportunities within a student's area of giftedness.

The rationale of the program for the gifted is to ensure that each student receives educational experiences appropriate to his/her individual abilities, interests and learning styles. Unique needs of gifted students are respected and enhanced through a differentiated curriculum of more advanced, more sophisticated content, process and product that seeks to challenge students to become lifelong learners and producers

within society.

Referrals of potential gifted students enrolled in Savannah-Chatham Public Schools are made by classroom teachers, counselors, administrators, parents, staff or any responsible person who has knowledge of a student's intellectual functioning. Two types of referrals may be made: Automatic – The automatic referral process provides all students in grades K-12 who score at or above the 90th national age percentile on the composite or total mathematics or total reading of a standardized achievement test are immediately referred for further testing.

Reported – A referral made by a classroom teacher, counselor, administrator, parent, self or any reliable person who is knowledgeable of a student's ability may be referred through the reported process. The "pull-out" class is not used at the high school level. However, the program offers many advantages. Under the Gifted umbrella, you will find such programs as Advanced Placement classes, Governor's Honors, academic competitions and various student recognitions. The Gifted Education program fosters academic excellence and creativity through a wide variety of enrichment experiences.

Grievance Policies

Students or parents who wish to express a grievance should first consult with their child's teacher. If the issue is not resolved with the teacher, the following persons should be the next point of contact: school counselor, assistant principal, and finally, principal. At Savannah Arts Academy we strive to address any concerns from parents as quickly and effectively as possible. We encourage parents and guardians to remain in close contact with the teachers and the school staff.

Lockers

The use of lockers is at the student's own risk and the school will not be held responsible for the loss of any textbooks, valuables, materials or property. Lockers may be opened for inspection by school authorities at any time if there is reason to believe the locker contains any item that should not be at school. Lockers may be searched at any time without the student's knowledge and/or presence. Lockers may not be decorated, written on, or altered in any way. A fee will be assessed along with a vandalism referral should a student violate this rule. Only school owned locks may be used.

Lunch/Breakfast

The school cafeteria offers well balanced, nutritional meals at a reasonable cost. Students who choose to bring lunch from home may do so. During lunch periods, students must eat lunch in the cafeteria. All other areas of campus are restricted areas for students during their lunch period. Soft drink cans, squeeze bottles, cups and other open containers are allowed in the cafeteria area only. Open containers are not allowed in the halls or in classrooms at any time. Glass containers are prohibited. Students may bring water to school in approved plastic containers. Students arriving on campus late or returning from appointments are not to bring restaurant food and/or beverages into the cafeteria or on campus. Students are not allowed to have restaurant food delivered to them at any time during school. Students may not leave campus for lunch. Visitors on campus are not admitted during the lunch block.

Medical/Health Issues

Immunizations and EED Certificates

All students enrolled at Savannah Arts Academy must have a Georgia Certificate of Adequate Immunization and EED Certificate on file in the school Guidance Office. These forms may be secured from a student's personal doctor or the Chatham County Health Department.

Illness during school

In the event a student becomes ill during the school day, students will obtain a pass from their subject teacher and will report directly to the School Nurse. The School Nurse, in cooperation with the parent/guardian, will determine if early release is necessary. Students with more serious medical emergencies will receive an emergency response as outlined within the school emergency response guidelines as set forth by the Board of Education.

Medication

Any student bringing medication to school must report to the School Nurse. Medication prescribed by a licensed physician must be in the original container and list the name of the patient, prescribing physician and the name of the pharmacy filling the prescription. The School Nurse will dispense medication after securing parental permission. Other drugs are prohibited on school campus. Only the School Nurse can dispense medications to students.

Injury or illness requiring the use of an elevator

The elevators at SAA are accessed by key only. Students who need use of the elevator because of illness or injury must bring a doctor's note requesting use of the elevator. The nurse will give the student a pass to ride the elevator and a list of school personnel who have elevator keys. The student will be given sufficient time to arrive to class without penalty of a tardy. Students will not be given a key.

Programs of study

In order to prepare for future education and careers, students organize their course work within one of four programs of study – College Prep, College Prep with Distinction, Vocational-Technical or Vocational -Technical with Distinction. All programs of study provide students with strong academic preparation. The traditional College Preparatory curriculum prepares students to enter a four-year college following graduation. The instructional focus of the Tech Prep curriculum is the application of knowledge gained, preparing students to immediately enter the world of work, attend a technical institute/junior-college or continue in a traditional college setting. Students who plan a Tech. Prep program of study can meet college admission requirements by carefully planning their course work with their counselors. Only students in the Communication Arts Program are eligible for a Tech Prep or Tech Prep with Distinction Seal of Endorsement.

Graduation Requirements for Savannah Arts Academy

General Requirements for All Diplomas: Attend Savannah Arts Academy for at least one

full semester and pass all courses for that semester; complete at least 10 hours of community service per year; earn the required credits for the diploma as specified below:

- The complete graduation requirements, including additional information regarding specific required courses can be found on the Board Website (Board Policy Manual IHC-R (1) and IHC-R (2)).
- For College Preparatory with Distinction, an additional 2.0 credits must be obtained from core course electives in English, math, science, social studies or world languages. Also, the student must have an overall 80% or higher average.
- For Tech Prep/Vocational with Distinction, an additional 2.0 credits must be obtained from core course electives in English, math, science, social studies or world languages. Also, the student must have an overall 80% or higher average.

Repeating a course

When a student repeats a course previously failed, the grade for the second course (repeated course) will appear as a separate grade on his/her transcript. The original failing grade will not be replaced.

Schedule Changes

Schedule changes are made within the first 10 days of a semester for the following reasons only:

- The student has taken and passed the class in which he or she has been scheduled
- The student does not have the required prerequisite class(es) for the class in which he or she has been scheduled
- The student has failed a course taught by the teacher to which he or she has been assigned. In this case, a schedule change request will be honored if another teacher/class can be scheduled which meets the requirements of the student's course of study.
- The student is removed from a class/program for failing to meet the class/program requirements/guidelines.
- Schedule changes will not be made for frivolous reasons such as the desire to be placed in a certain teacher's classroom.

Telephones

Students may not use the office phones for personal calls except in an emergency and with prior approval. Calls are to be limited. Students will not be dismissed from class to use the telephone. Only emergency messages will be forwarded to students. Students will not be called to the office phone during instructional time unless the parent calls with a stated emergency. Absolutely no cell phones are allowed on campus during regular school hours.

Transcripts and Permanent Records

Students needing to send an official transcript for college admission, scholarship, or military consideration must complete a transcript request form in the Guidance Office. Official transcripts must remain in a sealed envelope if the transcript is hand carried to a specific destination, the transcript will be mailed with other required documents. Transcript requests cannot be filled in less than 24 hours. Students and parents are requested to be mindful of this process and make all requests with sufficient notice. Each graduate transcript request costs \$2.00.

Transportation

Bus Students

Bus students may only ride the bus they are assigned to and they are expected to behave appropriately at all times. Missing the bus is not considered an excuse for tardiness or absence. Bus students will board and exit their assigned bus at the bus ramp located in the rear of the school. School bus transportation is a privilege that may be withdrawn for inappropriate behavior

Student Drop-Off and Pick-Up

Students may be dropped off for school or picked up on dismissal at the front of the school only. The bus ramp is for unloading and for loading of school buses only. Please adhere to this procedure for safety reasons.

Student Parking/Driving Privileges

Student parking is only in the west lot adjacent to the main school building. Parking in this lot requires a student parking permit. However, students park at their own risk. The school is not responsible for the monitoring of cars parked in the school parking lot, damage to cars, nor items stolen from cars.

To register a vehicle and receive a parking permit, a student must complete a Parking Permit Application form, present proof of insurance, and vehicle registration. The cost for a parking permit is \$20.00. Replacement cost is \$5.00.

Parking permits are to be displayed hanging from the rear view mirror with a parking permit number visible from outside the vehicle. The parking permit is to be used in the vehicle that is registered; however, the parking permit can be used in a different vehicle for a maximum of three days due to automotive repairs, etc. If a permanent change is made in the vehicle driven to school, that vehicle must be appropriately registered.

Students are assigned parking spaces. Students must park in their assigned space. **Students are not to park off the campus.** The school reserves the right to tow any vehicle that is improperly parked and to revoke student parking privileges for violation of parking guidelines. Students are not to loiter in the parking lot before or after school. Students are not allowed to go to their cars or be in the student parking lot during class time. Student vehicles may be searched by the administration, other BOE and/or public law enforcement agencies at any time. Driving onto campus is a privilege which will be revoked if students do not follow school rules.

Uniform Policy

With the understanding that a student's behavior is influenced by the way the student is dressed and with the understanding that no student should dress in a manner that is disruptive or has an adverse effect on school activities, the following mandatory uniform standards for student attire have been developed. Students are expected to dress in the school uniform during the school day and during school related activities. The school principal/site administrator will make the final determination of whether a student's attire or appearance conflicts with these standards. The school will loan students uniforms when necessary, if available; however, the appropriate consequences will be

administered for dress code violations. The procedures described below are applicable to all secondary schools (beginning in 2007-2008). All students must adhere to the mandatory school uniform policy with the following dress code being applied at Savannah Arts Academy:

- Solid black or khaki shorts, skirts, skorts, jumpers, Capri pants or pants/ slacks (no knit pants, leggings, jogging or cargo pants; no zippers or pockets on pant legs.) **No denim jeans, skirts, etc.** Uniforms must be worn and belted at the natural waist and made of standard uniform material (cotton and/or twill). No denim jeans, skirts, etc. Shorts, skirts, skorts and jumpers must be no shorter than three inches above the knee. Pants/slacks, skirts, skorts and jumpers must have a finished hem.
- Solid white or black tops. Tops may be polo-style shirts, collared blouses or turtlenecks. Shirts may have the school insignia, if one is available, but no other ornamentation is permitted. Tops must not expose any of the midriff or lower back. Fishnet tops, halter tops, tube tops, strapless tops, tanks tops, spaghetti straps and other forms of transparent or revealing clothing are prohibited and should not be visible at any time. Oversized tops may not be worn. **All shirts must be tucked and completely buttoned up.**
- All shoes must be completely enclosed and fastened/tied properly.
- Tights, leggings, hose, or socks may be worn under an appropriate length skirt or dress. Tights and socks must be solid black or white with no design. Hose without design may be worn. **Tights or leggings may not be worn as an outer garment.**
- Solid black or white sweaters, vests or sweat shirts may be worn over uniform shirts w/ collars. No hooded sweatshirts.
- **No hats, scarves, caps or sunglasses may be worn in the building.**
- **Coats and jackets must be solid black or white and must be worn open (unzipped) in the building.**
- Extreme hair color/style that causes a disruption, or interferes with the learning environment will not be allowed.
- Belts must be worn if pants, skirts, skorts or shorts have belt loops. Belts must be solid brown or black and worn inside the belt loops. All belts must be buckled.
- Belt buckles must not be oversized or have any writing that is considered offensive.
- No oversized jewelry and/or accessories with inappropriate emblems and/or writing may be worn.
- Only white tee-shirts may be worn under uniform shirts.
- **School team or club shirts/ jackets may not be worn to school without permission from administration.**

Acceptable dress for non-uniform days will be consistent with the dress code:

1. Body piercing that causes a disruption, or interferes with the learning environment will not be allowed.
2. Tops must not expose any of the midriff or lower back. Fishnet tops, halter tops, tube tops, strapless tops, tank tops, spaghetti straps and other forms of transparent or revealing clothing are prohibited and should not be visible at any time.

3. Pants must be of appropriate size, be worn at the natural waist, and not drag the floor. Belts, if worn, must be buckled.
4. Shorts, skirts, jumpers and dresses must have a finished hem and extend to the length of the tip of the longest extended finger when student is standing upright with hands by his/her side.
5. Undergarments must not be visible.

In addition:

- School ID badges must be worn and visibly displayed, above the waist, while on campus and while attending all school sponsored field trips.
- Body piercing that causes a disruption, or interferes with the learning environment will not be allowed.
- Pants must be of appropriate size, be worn at the natural waist, and not drag the floor.

Handbags, purses, and similar items must be no larger than 8.5 x 11 inches (size of a regular sheet of paper), 3 to 4 inches thick, and must not be large enough to contain a regular sized textbook.

All book bags, tote bags, backpacks, athletic bags and all other similar items must have contents clearly visible (see-through plastic or mesh). Any bag needed for after school events, which is not mesh or clear plastic, must be checked in at the beginning of the day and left with the student's teacher or with the student's coach during the school day.

Uniform Compliance/Disciplinary Measures

Savannah Arts Academy will strive for full compliance using positive reinforcement. Disciplinary action will only be used when all positive measures have been exhausted.

Progressive discipline will be used to impose the policy. The school principal/site administrator has the authority to use her discretion in implementing this plan as deemed appropriate. The discipline plan below has been established to address incidents of noncompliance to the Dress Code Policy. Noncompliance, as outlined in the plan below, interferes with the operation of school and such interference will not be tolerated. Any incident, occurrence or display that disrupts the delivery of instruction or other school activities is considered interference with school operation.

If a student comes to school out of uniform, the following measures will be taken:

- **1st offense** – uniform items provided (based on availability), parent contacted and uniform violation letter sent home.
- **2nd offense** – Consequences as determined by administrator including after school administrative detention
- **3rd offense** – Consequences as determined by administrator including In-School Suspension (ISS) and/or Saturday School (8:00am-noon).
- **4th offense and beyond**- Consequences as determined by administrator including one (1) day of Out of School Suspension (OSS).

Visitors

Visitors must check in at the Main Office. If approved by the administration, authorized

visitors will be issued a visitor's pass. Students who are not enrolled at Savannah Arts Academy are not to be on campus at any time for any reason. Savannah Arts Academy students are not permitted to bring friends or guests to school with them. Potential students and their parents who would like to receive information about Savannah Arts Academy and arrange a tour of the school are to contact the School Development Office.

Trespassing

All visitors to campus must report to the main office. Students on campus who were not in their first class and who did not sign in through the Attendance Office, students who sign out but do not sign in upon return to campus and students who leave campus for early release programs and who return to campus without signing in are trespassing. Appearance on campus while suspended is trespassing. Anyone on campus who is not an authorized visitor is trespassing. Any person on campus after the conclusion of the instructional day and school sponsored activities is trespassing. Appropriate disciplinary and/or legal action will be taken for trespassing. The school day ends at 2:35 p.m. and all students must leave the campus immediately unless they are part of a supervised, school sponsored activity.

Withdrawal from School

Withdrawal from high school is a lengthy process which requires at least 24 hour notice to the Counselor in order to prepare the withdrawal form.

NCLB – Parents Right to Know

In compliance with the requirements of the No Child Left Behind statute, parents may request information about the professional qualifications of their child's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications. To request information concerning the qualifications of your child's teacher(s), please contact the principal.