# 2023–2024 STUDENT and PARENT HANDBOOK



Southland College Prep Charter High School 4601 W. Sauk Trail Richton Park, IL 60471 (708) 748-8105 www.scphs.org

## THE SOUTHLAND FAMILY

#### **THINKS**

The strong should take care of the weak
The students of today are the leaders of tomorrow
We are a family-oriented School
Anything worth doing is worth doing right
Our responsibilities never end
Our education does not end in the classroom
The only way to lose is to quit trying
Learning is the key to ultimate success
We are all here to make a difference
The journey, not the arrival, is what matters most
Success is not measured by wealth, but by happiness

#### **ACTS**

We give one hundred percent every day
We act in a way that leaves a lasting impression
We act in a way that earns the trust of others
We are ready and willing to work hard
We each need to perform to the best of our abilities
We always leave a place better than we found it
We are role models for other students
When we all pull together we can move mountains
We give back to our community
We are Southland College Prep

## SOUTHLAND PARENT/GUARDIAN SIGNATURE PAGE PLEASE SIGN AND RETURN THIS FORM TO THE MAIN OFFICE Student's Name (printed) Grade \_\_\_\_\_ I have received and read the 2023–2024 Student and Parent Handbook for Southland College Prep Charter High School and understand what is expected of my child. This handbook has been reviewed with my son/daughter. Parent/Guardian Signature Parent/Guardian Comments \_\_\_\_\_ Student Signature \_\_\_\_\_ Student Comments



#### APPENDIX A

#### PLEASE SIGN AND RETURN THIS FORM TO THE MAIN OFFICE

#### TECHNOLOGY USE AND INTERNET SAFETY AGREEMENT

The undersigned acknowledges that he/she has read the Southland Student Safety and Use Policy for Internet and Technology before signing this Technology Use and Safety Agreement. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and condition of said policy carefully, understand(s) their significance and agree(s) to abide by all provisions of said policy.

#### STUDENT

I understand and will abide by Southland's Student Safety and Use Policy for Internet and Technology govern-
ing the use of Southland's technology resources and the Internet, and will comply with the terms of the policy.
Southland will not be liable for lost, damaged or unavailable information due to technical or other difficulties, and
is not responsible for what I do when using Southland technology. I understand that my access privileges may be
suspended or revoked if I violate the policy, and that certain violations may constitute criminal offenses. I also
understand that I may be disciplined, or in some cases, may be subjected to legal action, for failing to comply with the policy.

Student Name – Please Print		
Student Signature		
Date		

#### PARENT OR GUARDIAN

If the applicant is under the age of 18, a parent/guardian signature is also required.

As the parent/guardian of this student, I have read the Southland Student Safety and Use Policy for Internet and Technology. I understand that Southland's computers and technology resources, as well as access to the Internet, must be used solely for educational purposes.

I hereby give Southland permission for my child to use school technology resources and the Internet for educational purposes and authorize Southland to discipline my child in accordance with the Student Uniform Disciplinary Code, in the event he/she fails to comply with the policy.

I recognize that it is impossible for Southland to prevent access to controversial materials and I will not hold Southland responsible for materials acquired on the network. Additionally, I accept full responsibility for my student's actions using Southland's technology resources and the Internet in school as well as at other locations.

I also give/deny my permission with regard to the publication of information pertaining to my child on the Internet by Southland, as follows:

		(Please check one of the following boxes)
	Option 1:	Identification of student work must be limited to first name and last initial or a confidential student code identifier. Individual or group photographs without any student identification are permitted.
	Option 2:	Identification of student work may contain full student name. Individual or group photograph may contain student identification.
	Option 3:	No information, work or photographs of my child may be posted or published.
Par	ent/Guardiar	Name - Please Print
Par	ent/Guardiar	Signature
Dat	e	

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#### COVID-19

The safety and well-being of our students, faculty, staff and other stakeholders are of paramount importance to the Board of Directors and the Administration of Southland College Prep Charter High School in everything we do.

Throughout the 2023-2024 school year, our operations shall be in accordance with all guidelines provided by the Illinois State Board of Education, the Illinois Department of Public Health, as well as any protective measures deemed by Southland's Board of Directors and our Administration to be necessary and prudent in order to safeguard the health and well-being of our students, faculty and staff. At the time when any safety measures are deemed to be necessary, information regarding such measures would of course be shared with our students, parents and other stakeholders. If face coverings become necessary due to conditions regarding the occurrence of COVID-19 in our communities at any point during the school year, the details of this requirement would be as described below:

• Face Coverings: All individuals, including students and staff, must wear face coverings at all times in Southland's school building and on buses that provide student transportation, unless a documented medical condition prevents an individual from wearing a face covering. Southland will provide face coverings to students who need them. If a student has a medical condition that prevents the student from wearing a face covering, a written statement from a medical physician must be submitted to Southland documenting the condition, so that necessary accommodations can be made.

We know that there is no better place than Southland for our students to obtain outstanding educational opportunities and we look forward to what we know will be a magnificent school year.

#### SOUTHLAND COLLEGE PREP CHARTER HIGH SCHOOL

#### **BOARD OF DIRECTORS**

Felix Simpkins	
	Secretary
	LEADERSHIP TEAM
2 2	Director of Day-to-Day Operations
Dr. Iyuna Harris	Director of Special Education/Student Support Services
Dr. Carl Cogar	Director of Fine Arts
Cheryl Frazier	
	Coordinator of Teaching and Learning
Dr. Herald Chip Johnson	
Justin Johnson	Interim Athletic Director
Robert Lane	Director of College Admissions and Academic Affairs
Marvin Talley	Associate Superintendent
Homer Thomas	Athletic Director and Carol White Grant Project Director
Yvonne Williams	Special Education & Pupil Personnel Support Specialist/
	Title IX & Nondiscrimination Coordinator/Hearing Officer
	_
Kimberly Adamczyk	FACULTY/STAFF  Mathematics
Heena Alavi	Learning Behavior Specialist
	Social Science
	English
	English
	Technology
Erica Bartley	Physical Education/Art
	Chorus
	Cliorus
Mailk Dibbic	Technology
Gloria Chatman	
Gloria ChatmanBrian Cheesman	
Gloria ChatmanBrian Cheesman	
Gloria Chatman	
Gloria Chatman	TechnologySocial ScienceCadre SubstituteSocial Science
Gloria Chatman	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English
Gloria Chatman Brian Cheesman Donnie Collins Dr. Edward Davis IV Ricky Davis Stephanie Drozd Danielle Epson Daniel Flaherty	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English Social Science
Gloria Chatman Brian Cheesman Donnie Collins Dr. Edward Davis IV Ricky Davis Stephanie Drozd Danielle Epson Daniel Flaherty Jacqualyn Fuller	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English Social Science Guidance Counselor
Gloria Chatman Brian Cheesman Donnie Collins Dr. Edward Davis IV Ricky Davis Stephanie Drozd Danielle Epson Daniel Flaherty Jacqualyn Fuller Jamise Funches	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English Social Science Guidance Counselor Main Office
Gloria Chatman	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English Social Science Guidance Counselor Main Office Technology
Gloria Chatman Brian Cheesman Donnie Collins Dr. Edward Davis IV Ricky Davis Stephanie Drozd Danielle Epson Daniel Flaherty Jacqualyn Fuller Jamise Funches Ahmed Gaghamin Max Gee	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English Social Science Guidance Counselor Main Office Technology Cadre Substitute
Gloria Chatman Brian Cheesman Donnie Collins Dr. Edward Davis IV Ricky Davis Stephanie Drozd Danielle Epson Daniel Flaherty Jacqualyn Fuller Jamise Funches Ahmed Gaghamin Max Gee Jacob Goldman	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English Social Science Guidance Counselor Main Office Technology Cadre Substitute Social Science
Gloria Chatman Brian Cheesman Donnie Collins Dr. Edward Davis IV Ricky Davis Stephanie Drozd Danielle Epson Daniel Flaherty Jacqualyn Fuller Jamise Funches Ahmed Gaghamin Max Gee Jacob Goldman Mariana Gonzalez	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English Social Science Guidance Counselor Main Office Technology Cadre Substitute Social Science
Gloria Chatman	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English Social Science Guidance Counselor Main Office Technology Cadre Substitute Social Science Spanish Learning Behavior Specialist
Gloria Chatman	Technology Dance Social Science Cadre Substitute Social Science Dance Speech and Theater English Social Science Guidance Counselor Main Office Technology Cadre Substitute Social Science

#### FACULTY/STAFF cont'd.

Eric Gratz	Strings
Paul Han	$\mathcal{E}$
Ronald Harrigan	
Donald Hiemstra	
Karen Hopkins	
Neecie Hoskins	
Dr. Robyn Jackson	
Neeru Jain	
Connor Johnson	
Colleen Kawaters	E C
Bridget Lowery	
Tonya McClain	
Dasheka Moore	
Keith Moore	1
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Arlene Mojica-Alvarez	
Samantha Newman	•
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Timothy Oden	
Anne Oiler	
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Terre Pettis	
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LaToya Richard	
Tara Sconza	
Willie Sims	
Ashirah Simpson	
Kim Smith	
Tamara Somerville	•
Cutrice Stallings	
Michael Steward	
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Andrea Stone	Guidance Counselor
Angela Thomas	Special Education Coordinator
Cheryn Thomas-Hayes	Support Staff
Darryl Thompson	Coordinator, School and Student Safety
Tami Wade-Young	
Brian Wales	
Amere Washington	Suport Staff
Rhonda Wenford	
Kenneth Wilcoxen	
Sherry Woolfolk	
Alan Zayer	
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Failure to read this handbook does not excuse students from the requirements and regulations described herein. While every effort is made to provide accurate and current information, Southland College Prep Charter High School ("Southland College Prep" or "Southland") reserves the right to change, without prior notice, any rules, policies, fees, and programs described herein to reflect actions taken by its Board of Directors or Administration.

## THE SOUTHLAND COLLEGE PREP CHARTER HIGH SCHOOL VISION

We believe in the philosophy of Ron Edmonds who said, "We can, whenever we choose, successfully teach all children whose schooling is of interest to us. We already know more than we need to do that. Whether or not we do it must finally depend on how we feel about the fact that we haven't so far."

What drives this effort is the well-documented fact that too many students are failing to learn, failing to compete academically, and failing to complete their education in Illinois. That failure is compounded by the reality that youth of today will be confronted with a world-information economy that demands better than we've produced in the past — and therefore makes the prospects for those who fall short of success even gloomier than we now face.

Someone has to be best. Why not us?

No one involved in this effort believes this will be easy. We must overcome perceptions that have a stranglehold on the public's collective belief that improvement is possible — such as the belief that our schools do not and cannot educate the "urban child;" that the difficulties of overcoming the effects of poverty, high mobility rates, and the dropout rate may be insurmountable; and that we simply cannot find global success in teaching children to read at accepted levels. All of these are mental mountains that must be climbed and conquered.

The achievement gap — what appears to be a difference in how children learn based on race — is at issue. But we have confidence in our ability to educate "all children who enter our doors and to do it well."

To doubt that success is possible is tantamount to admitting a failure that is so great that it would affect generations to come. We fight this war with absolute certainty of our ability to succeed.

#### SHARED COMMITMENT TO THE STUDENTS' EDUCATION Southland College Prep Charter High School's Commitment

#### Southland is committed to the following:

- Preparing all students to select, enroll in, and succeed in graduating from a four-year college or university
- Communicating clearly and openly with students and families
- Providing training and support as necessary to ensure that the parents/guardians of all students are comfortable in communicating with the school and its faculty via the web portal used at Southland
- Creating an environment that enables all students to achieve their educational potentials, incorporating datadriven strategies proven to support the maximization of student learning
- Creating relevant, rigorous and interactive learning experiences
- Assisting students in intellectual, emotional, and social development
- Stimulating inquiry and discovery
- Tailoring curriculum to meet the students' interests and needs
- Providing immersion in workplace and cultural experiences
- Treating students and their families with the concern, compassion and respect which befit our shared commitment to one another as we guide our children on their educational journeys

#### **Student Commitment**

- · Actively participate in Southland College Prep activities and learning opportunities
- Complete quality homework/class work on time
- Be prepared and on time to school and classes daily
- Wear a clean, neat, and proper school uniform daily
- Become familiar with the school's expectations regarding student conduct and accept the consequences of student behavior pursuant to the school's student discipline code
- Activate and utilize the student's account on the approved web portal account to keep track of grades and to complete assignments as required
- Embrace intellectual challenges
- Read at least 60 minutes per day
- Treat the school and surrounding areas with respect
- Use best efforts to benefit fully from the educational opportunities available, so that the student will be prepared to select, enroll in and graduate from a four-year college or university

#### Parent/Guardian Commitment

As the people primarily responsible for the development of their children, Southland parents/guardians are committed to supporting the mission of the school by doing the following:

- Communicating openly with Southland College Prep Charter High School staff via the approved web portal
- Reviewing student assignments nightly
- Sending the student in the proper uniform, prepared, and on time to school
- Becoming familiar with the school's expectations regarding student conduct and supporting the consequences of the student's behavior, pursuant to the school's student discipline code
- Volunteering time to the greatest possible extent in order to support the educational mission of Southland College Prep Charter High School
- Scheduling time and space for the student's reading and physical fitness weekly
- Attending all required parent meetings, exhibitions and conferences
- Using best efforts to support and guide the student in benefiting fully from the educational opportunities available to him/her, so that he/she will be prepared to select, enroll in, and graduate from a four-year college or university

#### **BELL SCHEDULE FOR 2023–2024**

PERIOD	MONDAY		TUESDAY		WEDNESDA	Υ	THURSDAY	,	FRIDAY	
Family Meeting	7:43 - 7:53	10	7:43 - 7:53	10	7:43 - 7:53	10	7:43 - 7:53	10	7:43 - 7:53	10
Period 1	7:53 - 8:40	47	7:53 - 8:40	47	7:53 - 8:40	47	7:53 - 8:40	47	7:53 - 8:40	47
Period 2	8:44 - 9:31	47	8:44 - 9:31	47	8:44 - 9:31	47	8:44 - 9:31	47	8:44 - 9:31	47
Period 3	9:35 - 10:22	47	9:35 - 10:22	47	9:35 - 10:22	47	9:35 - 10:22	47	9:35 - 10:22	47
Period 4A	10:26 - 10:48	22	10:26 - 10:48	22	10:26 - 10:48	22	10:26 - 10:48	22	10:26 - 10:48	22
Period 4B	10:52 - 11:14	22	10:52 - 11:14	22	10:52 - 11:14	22	10:52 - 11:14	22	10:52 - 11:14	22
Period 5	11:18 - 12:05	47	11:18 - 12:05	47	11:18 - 12:05	47	11:18 - 12:05	47	11:18 - 12:05	47
Period 6A	12:09 - 12:31	22	12:09 - 12:31	22	12:09 - 12:31	22	12:09 - 12:31	22	12:09 - 12:31	22
Period 6B	12:35 - 12:57	22	12:35 - 12:57	22	12:35 - 12:57	22	12:35 - 12:57	22	12:35 - 12:57	22
Period 7	1:01 - 1:48	47	1:01 - 1:48	47	1:01 - 1:48	47	1:01 - 1:48	47	1:01 - 1:48	47
Period 8	1:52 - 2:39	47	1:52 - 2:39	47	1:52 - 2:39	47	1:52 - 2:39	47	1:52 - 2:39	47
Period 9	2:43 - 3:30	47	2:43 - 3:30	47	2:43 - 3:30	47	2:43 - 3:30	47	2:43 - 3:30	47

Teacher supervision begins at 7:30 a.m., passing periods, and dismissal.

Breakfast: 7:15 - 7:40 a.m.

After School Activity – 3:45 p.m. to 5:45 p.m.

Study Skills/Academic Counseling during periods 4A and 4B, 6A and 6B

No passes should be issued except to the bathroom, nurse, counselor, social worker or main office.

#### **GENERAL INFORMATION**

#### **FEES AND FINES**

Southland charges fees for certain non-curricular activities and programs. Fees may be waived pursuant to the school fee waiver policy and procedures, in situations where there is qualifying financial hardship. The school policy and procedures regarding fee waivers are available upon request.

#### **Required Enrollment Fee**

The basic enrollment fee for each student for the 2023-2024 school year is \$300.

Rebinding charge — Damaged cover	Other Costs	
Textbook:         Rebinding charge – Damaged cover         \$10.00           Lost or Destroyed         Replacement Cost           *NOTE: Items WILL NOT BE ACCEPTED FOR RETURN after the close of each school year.           Library Books:         Replacement Cost           Lost or Destroyed         Replacement Cost           Computer:         Lost or Destroyed           Lost or Destroyed         Replacement Cost           Miscellaneous Expenses         Replacement Cost           Transcripts:         \$3.00           Official         \$3.00           Official sent Certified Mail         \$7.00           Unofficial (in person)         \$1.00           Replacement iPad/Chromebook         \$200.00           Replacement Lock         \$5.00           P.E. Lock         \$5.00           Parking Sticker         \$20.00           Yearbook         \$25.00           Optional Tests         ACT         See www.collegeboard.com         or Assessment Office for pricin and registration information           Credit Recovery & Summer Programs         Tuition Per Class         \$125.00           Bus Per Credit Recovery Session         \$60.00           Bus for Freshmen Academy Session         \$40.00	Gym Uniform	\$30.00
Rebinding charge — Damaged cover	Technology	\$40.00
Lost or Destroyed	Textbook:	
Late fee for each item returned after end of class term*		
*NOTE: Items WILL NOT BE ACCEPTED FOR RETURN after the close of each school year.  Library Books: Lost or Destroyed		
school year.  Library Books: Lost or Destroyed		
Lost or Destroyed		
Computer: Lost or Destroyed	Library Books:	
Lost or Destroyed	Lost or Destroyed	Replacement Cost
Miscellaneous Expenses  Transcripts:  Official	Computer:	
Transcripts:  Official	Lost or Destroyed	Replacement Cost
Official	Miscellaneous Expenses	
Official sent Certified Mail \$7.00 Unofficial (in person) \$1.00 Replacement iPad/Chromebook \$200.00 Replacement Lock \$5.00 P.E. Lock \$5.00 Parking Sticker \$20.00 Yearbook \$25.00  Optional Tests ACT See www.act.org or Guidance for pricing and registration information Advanced Placement (AP) See www.collegeboard.com or Assessment Office for pricing and registration information Credit Recovery & Summer Programs Tuition Per Class \$125.00 Bus Per Credit Recovery Session \$60.00 Bus for Freshmen Academy Session \$40.00	Transcripts:	
Unofficial (in person) \$1.00 Replacement iPad/Chromebook \$200.00 Replacement Lock \$5.00 P.E. Lock \$5.00 Parking Sticker \$20.00 Yearbook \$25.00  Optional Tests  ACT See www.act.org or Guidance for pricing and registration information Advanced Placement (AP) See www.collegeboard.com or Assessment Office for pricing and registration information  Credit Recovery & Summer Programs Tuition Per Class \$125.00 Bus Per Credit Recovery Session \$60.00 Bus for Freshmen Academy Session \$40.00		
Replacement iPad/Chromebook		
Replacement Lock \$5.00 P.E. Lock \$5.00 Parking Sticker \$20.00 Yearbook \$25.00  Poptional Tests  ACT See www.act.org or Guidance for pricing and registration information  Advanced Placement (AP) See www.collegeboard.com or Assessment Office for pricing and registration information  Credit Recovery & Summer Programs  Tuition Per Class \$125.00  Bus Per Credit Recovery Session \$60.00  Bus for Freshmen Academy Session \$40.00	· · ·	
P.E. Lock	-	
Parking Sticker	•	
Yearbook	P.E. Lock	\$5.00
ACT	Parking Sticker	\$20.00
ACTSee <a href="https://www.act.org">www.act.org</a> or Guidance for pricing and registration information Advanced Placement (AP)See <a href="https://www.collegeboard.com">www.collegeboard.com</a> or Assessment Office for pricing and registration information  Credit Recovery & Summer Programs Tuition Per Class	Yearbook	\$25.00
Advanced Placement (AP)See <a href="https://www.collegeboard.com">www.collegeboard.com</a> or Assessment Office for pricing and registration information  Credit Recovery & Summer Programs Tuition Per Class	Optional Tests  ACT  See www act org or Guidance for pricin	a and registration information
Tuition Per Class \$125.00 Bus Per Credit Recovery Session \$60.00 Bus for Freshmen Academy Session \$40.00	Advanced Placement (AP)See www.collegeboard.com	
Tuition Per Class \$125.00 Bus Per Credit Recovery Session \$60.00 Bus for Freshmen Academy Session \$40.00	Credit Recovery & Summer Programs	
Bus for Freshmen Academy Session\$40.00		\$125.00
	Bus Per Credit Recovery Session	\$60.00
	Bus for Freshmen Academy Session	\$40.00

#### ADDRESS CHANGE

Parents/guardians are required to notify the school immediately of any change in name, address, email, home, work, or emergency telephone numbers; a change in the emergency number of contact person; changes in guardianship, etc., or any information that might be pertinent to school records or to contacting the parent/guardian in case of an emergency.

#### **BUS TRANSPORTATION**

Southland provides bus transportation for eligible students. To ensure safety, students must comply with bus regulations as indicated by the school. Southland schedules stops at the safest and most efficient locations and students **must board and leave the bus at their assigned stop.** Written approval is required 24 hours in advance for any changes in bus routes. Infractions of school rules may result in suspension from school and/or bus privileges for a period of time. All questions related to transportation should be directed to the Transportation Supervisor at 708-748-0100, extension 4180. Students with disabilities may be eligible for transportation accommodations.

#### TRANSPORTATION SAFETY GUIDELINES

All students riding buses to and from school, or on school-sponsored trips, have the right to a safe and comfortable trip. In order to ensure safety and comfort the following guidelines will be enforced.

- 1. All school rules apply for bus riders. Any student who is disrespectful or insubordinate to the bus driver, smokes, vandalizes bus seats, intimidates other students, uses abusive or obscene language, disrupts the driver or other students, fights, etc., will face appropriate discipline including the possible loss of all bus riding privileges.
- 2. Specific rules unique to buses include:
  - a. Students will remain seated at all times
  - b. Students may only enter or exit the bus through the front door
  - c. Students may only be picked up or dropped off at designated bus stops
  - d. Students may not put their hands, arms, heads, etc., out of window
  - e. Students may not throw objects at any time
  - f. Students will immediately comply with the bus driver's requests
  - g. Students will enter and exit the bus in an orderly fashion
  - h. Again, all other school rules apply
- 3. To promote the health, safety and well-being of students and staff, routine video recordings are made on the school buses. The school also reserves the right to video record public access and areas in and about the school buildings for these same purposes, as may be determined necessary by the school. Electronic recordings (video, digital, audio) made on school buses are not considered to be part of, nor treated as a student record. The school authorizes audio-recordings on its school buses.
- 4. On homebound buses, where a student or students cause a disruption that might cause a safety hazard, bus drivers are required to return all students to Southland. In this situation, some or all students may be required to arrange their own transportation home.

#### STUDENT DRIVING AND PARKING

In as much as the school prefers that all students take advantage of the free bus transportation available, driving to school is a privilege afforded to only Juniors and Seniors. Students are granted this privilege, upon written application by their parents. Applications for parking permits are available in the main office. There will be a \$20.00 fee for the parking sticker which is both non-transferable and non-refundable. Students must enter and exit school property as designated. The school is not responsible for vehicles while parked on the school property. The school accepts no liability for loss of property or damage to vehicles while on school grounds. Students are not allowed to park in the residential/commercial areas near school. Students who park in these areas may lose their parking privileges. Students may also face appropriate disciplinary action such as suspension. Students

without a parking sticker will not be allowed to drive to school. Students who violate this policy face appropriate discipline and may forfeit their right to a parking sticker indefinitely. In addition, driving permits will not be issued to students with chronic attendance or disciplinary problems and will be revoked if attendance and/or discipline become a problem. Any student with more than 7 tardies per calendar month will be subject to a conference with the Director of Operations and possible revocation of driving privileges. NO VEHICLE MAY BE PARKED ON CAMPUS WITHOUT A VALID PARKING PERMIT.

#### **Criteria for Issuing Student Parking Permits**

- No chronic attendance or disciplinary problems
- GPA of 2.0 or higher
- Current driver's license and proof of insurance

#### **Parking Rules and Regulations**

The following rules and regulations have been set forth for the student's safety, and it is very important that these rules are read and understood thoroughly. An infraction of any one of the following rules and regulations will result in the revocation of the student's parking permit. If a student's permit is revoked, a refund for the permit will NOT be issued. Each student obtaining a parking permit agrees to abide by the following rules:

- 1. Students will arrive to school on time.
- 2. Each car driven to school must be registered and display a parking sticker.
- 3. Parking stickers must be permanently attached to the lower driver's side front windshield so that it is easily visible from the outside of the car.
- 4. Students are reminded that the laws on reckless or negligent driving are enforceable on private property. Careless, reckless or hazardous driving on the school grounds is prohibited. Speeding or reckless driving will result in the loss of driving privileges. The speed limit is 10 mph.
- 5. A student is not allowed to operate his/her vehicle under any circumstances during the school day. This includes leaving campus for any reason. A first offense of this rule will result in the immediate revocation of the permit for the entire school year. DO NOT OPERATE YOUR VEHICLE DURING THE SCHOOL DAY OR YOU WILL LOSE YOUR PRIVILEGE TO DRIVE.
- 6. The parking lot is a restricted area to be used only when coming to or going from school. Loitering in cars or gathering in the parking lots, either before, during or after school, is not permitted. Students are to leave their cars immediately after parking in the student lot. No one is allowed to sit in a car during the school day. Students will not be allowed to enter the parking lot during the school day to retrieve forgotten homework or other school materials.
- 7. Parking for students is only permitted in the student lot and in the area that has been marked for student parking.
- 8. All vehicles must be locked and windows up during the school day.
- 9. Students involved in accidents or property damage in connection with exercising this or any other driving privilege granted by the school are responsible, along with their parent or guardian, for complying with any insurance policy requirements, such as reporting the accident to law enforcement authorities. Students must report all accidents to school administration within 24 hours.
- 10. The school reserves the right to search the car if there is a reasonable cause to believe that the car contains illegal substances (drugs, weapons, alcoholic beverages).
- 11. Students who violate the driving regulations will be subject to the following fines and/or disciplinary action by the school, as well as potential additional discipline pursuant to Southland's Discipline Code.
  - a. Loitering in the automobile, transporting truant students or permitting others to use your automobile will result in loss of driving privileges
  - b. Speeding and/or reckless driving will result in loss of driving privileges
  - c. Using, transporting or keeping illegal substances in the automobile will result in loss of driving privileges
  - d. Chronic tardiness will result in the loss of driving privileges

12. Students who have had their driving privileges revoked and persist in driving to school will be guilty of gross disobedience and subject to consequences deemed to be appropriate by Southland's administration.

#### BEFORE AND AFTER SCHOOL SUPERVISION

Students should arrive at school *no more than 20 minutes* before Southland's opening bell. Supervision is not available until this time. Students should leave school promptly at the end of the school day unless they are involved in a supervised activity.

#### **CONFERENCES**

Parents/guardians are urged to consult with Southland's teachers on a regular basis. Parent-teacher conference days provide one avenue to discuss each student's educational progress. Additional conferences may be arranged by contacting the teacher.

#### **EMERGENCY PROCEDURES**

#### Fire and Disaster Drills

Southland conducts monthly fire drills and an annual springtime tornado drill in which all students and staff must participate. In the case of non-weather-related potential school-wide problems, Southland has comprehensive emergency management policies and procedures in place. Emergency drills are serious exercises, which may save lives. Each student is expected to act accordingly.

WARNING: STUDENTS WHO SOUND FALSE FIRE ALARMS WILL BE PROSECUTED UNDER THE PROVISIONS OF THE LAW. IN ADDITION, A RECOMMENDATION FOR APPROPRIATE DISCIPLINE WILL BE MADE TO THE CHIEF EXECUTIVE OFFICER.

#### **Inclement Weather**

During the winter months, weather conditions might require that we modify our transportation schedule or, under particularly adverse conditions, even close school. Our emergency procedures include three levels of response:

Level One – School is open but due to weather conditions, we are emphasizing – "A slow, steady progress for a safe arrival."

**Level Two** – School is closed. All after-school activities are cancelled. All teachers and educational support staff should not report. All administrators should report to Southland. An updated report on our status will be available to the public and staff by 6:00 p.m.

**Level Three** – School is closed. Selected staff will be on call and available to the Chief Executive Officer. An update will be provided by 6:00 p.m.

#### **Early Dismissal**

If circumstances dictate early dismissal, we will contact parents via the School Reach phone system.

#### **School Closing**

If the school must be closed, school buses are not operating, or school opening is delayed because of inclement weather, conditions or other exigent circumstances, the school will provide information regarding such emergency by the following means.

- School Reach phone system
- Southland College Prep Website www.scphs.org

#### FIELD TRIPS

Field trips will be scheduled when deemed appropriate. When field trips are planned to supplement the instructional program, students are responsible for paying related fees, including transportation. Permission slips will be required for students leaving school to participate in school-sponsored field trips. For liability reasons, under no

circumstances will a student without a signed permission slip be permitted to participate, and money collected for field trips will not be refunded.

Supervision on all trips must be as close as possible to a ratio of one adult to ten students. Parent/Guardian chaperones will be invited to attend on an "as-needed" basis; however, for safety and liability reasons, siblings of students will not be permitted to accompany parents/guardians. Chaperones and students are restricted from purchasing souvenirs. Southland administrators may determine that a student or students shall not participate in a particular field trip, including field trips involving travel during more than one day, when such a determination is deemed to be in the best interests of Southland students based upon an array of considerations, including, without limitation, student conduct, the safety and well-being of students during field trips, etc.

#### HOME/SCHOOL COMMUNICATION

Southland uses an approved web portal to facilitate communication between parents, students, teachers and administrators. All parents are required to "activate" their account on this web portal as are all students and teachers. Students and parents will receive their activation codes prior to the opening of school. Parents of siblings can combine several student activation codes into one account to access each student's grades and other classroom news and information. All teachers are required to post student grades, classroom news, and important dates and activities on the web portal. Training regarding use of the web portal is conducted on a regular basis for parents wishing to learn more. Please contact the school office with your questions and concerns.

#### LOST AND FOUND

Lost articles should be turned in to the main office. Lost textbooks should be turned in to the Media Center. Articles that have not been claimed will be discarded or donated after 30 days.

#### **EDUCATOR QUALIFICATIONS**

In accordance with the provisions as set forth in the Every Student Succeeds Act, parents/guardians are hereby notified that they have the right to request information regarding the professional qualification of their child's teacher(s). Upon receipt of such request Southland shall provide, at a minimum, the following information:

- 1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- 3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- 4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition to any requested information from parents, Southland shall also provide the following information:

- 1. The level of achievement of a student in each of the state academic assessments; and
- 2. Timely notice that a student has been assigned, or has been taught for four or more consecutive weeks, by a teacher who has not met the state's definition of "highly qualified."

Information regarding a student's academic achievement shall be provided to all parents within the school, regardless of parental request for such information.

#### REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review the instructional and curriculum materials used by instructors at school in the

classroom. Any parent who wishes to review materials or observe instruction should contact the school office prior to coming to the school and such requests shall be handled pursuant to school policy. If a parent wishes to review a semester examination they may do so within two weeks after the semester ends. Final examination review will be by appointment only.

#### **HOMELESS CHILDREN**

Every homeless child and youth shall have equal access to the same free, appropriate education and programs as are provided to other children and youth. No homeless child or youth shall be discriminated against, segregated from other students in the school population, or isolated on the basis of his or her homelessness.

Southland will work cooperatively with the Department of Public Aid, the Department of Children and Family Services, the Department of Health and Human Services, the Department of Public Health, and other community organizations serving the needs of homeless students to assist homeless students in receiving educational services. For assistance or additional information, contact Homeless Education Liaison Dr. Iyuna Harris.

### NON-DISCRIMINATION, PROHIBITION OF SEXUAL HARASSMENT, TITLE IX AND GRIEVANCE PROCEDURES

Southland does not discriminate on any unlawful basis in the provision of programs, activities, services, or benefits. Southland guarantees equal access to educational and extracurricular programs and activities for all students as required by the United States Constitution, the Illinois Constitution, and all applicable laws, including, without limitation, requirements that educational and extracurricular activities shall be provided without regard to an individual's color, race, nationality, religion, sex, ancestry, physical or mental disability, and/or status of being homeless. A copy of Southland's Anti-Discrimination Policy 3:04 is attached as Appendix B.

Southland's commitment to a policy of nondiscrimination and equal opportunity in its education programs and activities and employment is evidenced by Southland's compliance with all laws and applicable regulations that prohibit discrimination, harassment, and retaliation by and at Southland, including the following:

- 1. Title II of the Americans with Disabilities Act
- 2. Title IX of the Education Amendments of 1972
- 3. Section 504 of the Rehabilitation Act of 1973
- 4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
- 5. Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq.
- 6. The Age Discrimination in Employment Act of 1967
- 7. The State Officials and Employees Ethics Act
- 8. The Illinois Human Rights Act
- 9. Sections 10-22.5, 27-1, and 20.60 of the School Code and 23 Illinois Administrative Code Part 200
- 10. Victims' Economic Security and Safety Act, 820 ILCS 108/
- 11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
- 12. Illinois Genetic Information Privacy Act (GINA), 410 ILCS 513/ and Title II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. § 2000ff et seq.
- 13. Employee Credit Privacy Act, 820 ILCS 70/

Southland Policy 3:02, which is attached as Appendix C, prohibits Southland employees, students, and third persons from sexually harassing other employees, students, or third persons. Prohibited sexual harassment includes verbal or physical misconduct. For purposes of this policy, third persons include any person other than Southland employees and students, who are present on school grounds, at any school-sponsored activity, or at any activity which bears a reasonable relationship to school. Examples of prohibited sexual harassment include but are not limited to: sexual innuendo, suggestive or offensive comments, insults, threats, jokes about gender-

specific traits, sexual propositions, suggestive or insulting noises, leering, **whistling**, **obscene gestures**, **touching**, **pinching**, brushing the body, or assault. Sexual harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based upon sex, but not involving conduct of a sexual nature, may be a form of sex discrimination that violates Southland's policy.

To process complaints based on alleged violations of law or Board policy, Southland will use the detailed grievance procedures in Board of Directors Policy 1:06 (*Uniform Grievance Procedure*), which is attached as Appendix D, and Board of Directors Policy 1:07 (*Title IX Sexual Harassment Grievance Procedure*), which is attached as Appendix E.

No student, parent/guardian, employee, or other member of the Southland community will be subjected to retaliation as prohibited under any law or Board policy, including those laws identified above. Retaliation is an adverse act imposed because a person has asserted a right or participated in a process involving the assertion of a right, including reporting a violation of law or Board policy or participating in the grievance processes used to process complaints based on alleged violations of law or Board policy.

#### **COMMUNITY NOTIFICATION ACT (Sex Offender Information)**

Information about sex offenders is available to the public as provided in the Illinois Sex Offender Community Notification Law. The Sex Offender Database can be accessed at the following Illinois State Police link: www.http//isp.state.il.us.

#### Policy Regarding Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Pursuant to the requirements of Illinois law, Southland has adopted a Policy Regarding Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, which is included in this Handbook as Appendix I. The governing Illinois law and Southland's policy Regarding Awareness and Prevention of Sexual Abuse and Grooming Behaviors provide that this Handbook must include certain information intended to assist parents/guardians in keeping their children safe, including the information outlined below.

First, the following lists include potential indicators of sexual abuse of children at various ages:

#### Children up to 5 years old

- Fearfulness, anxiety, unprovoked crying;
- Sudden rejection of normal physical affection;
- Sudden reluctance to be with a specific person or to go to a specific place;
- Artwork with sexual images;
- Any disclosure of sexual abuse.

#### Children 6 to 11 years old

- Withdrawal from normal activities;
- Anxiety, bedwetting, nightmares;
- Development of eating disorders;
- Artwork with sexual images.

#### Children 12 to 18 years old

- Depression;
- Insomnia:
- Sudden failure in school;
- Truancy;
- Withdrawal from family and/or friends;
- "Running away" from home;
- Criminal behavior;
- Self-injury/self-destructive behavior;
- Suicidal behavior:
- Sudden mood shifts:
- Sexually aggressive behavior;
- Aggression and bullying;
- Pregnancy/Sexually transmitted diseases.

Parents and students should also be aware that Illinois law provides that it is important for staff members to maintain a professional relationship with students at all times. The law expressly states that staff must not engage in grooming behaviors or "sexual misconduct", defined as any verbal, nonverbal, written or electronic communication or physical activity by an employee and directed toward or with a student to establish a romantic or sexual relationship with a student. The law provides that such unacceptable conduct includes:

- (1) A sexual or romantic invitation.
- (2) Dating or soliciting a date.
- (3) Engaging in sexualized or romantic dialog.
- (4) Making sexually suggestive comments that are directed toward or with a student.
- (5) Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- (6) A sexual, indecent, romantic, or erotic contact with a student.

Experts suggest that the following can help to protect children from sexual abuse:

- Avoid adults or older youths being in isolated, one-on-one situations with younger children;
- Make sure that such interactions can be observed and interrupted;
- Educate children about personal space and appropriate boundaries;
- Encourage activities in groups or with a buddy system.

If a child reports inappropriate conduct by an adult, it is important to assure the child that he/she has done nothing wrong, that trusted adults do not assume the child is making up such allegations, and trusted adults are there to protect the child.

If a Southland employee, contractor, or agent is alleged to have engaged in *sexual misconduct* with a student, Southland must provide notice to the student and to the student's parents/guardians as required by Illinois law and Southland policy, including an initial notification when such a report is made, as well as additional notice following the investigation of the matter, which shall describe any action relating to the employment of the alleged perpetrator.

The Illinois State Board of Education has developed a resource guide regarding sexual abuse, responses, and prevention resources, including the contact information of entities that provide services to victims of sexual abuse and their families. This resource guide is available on the Southland website. Southland will provide a copy of this resource guide to parents upon request.

#### Making a Complaint

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the building principal, assistant principal, dean of students, a school nurse, school counselor or social worker or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. If students/parents believe that criminal misconduct has occurred, they should report the suspected criminal misconduct to the police.

Any District employee who is determined, after an investigation, to have engaged in prohibited conduct will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in prohibited conduct will be subject to disciplinary action, including but not limited to, suspension and/or expulsion consistent with Southland's student conduct policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and/or expulsion, with regard to students.

The following are available resources for reporting suspected sexual abuse or sexual grooming.

National Sexual Assault Hotline: a service of <u>RAINN https://www.rainn.org/</u>

- o Online chat hotline https://hotline.rainn.org/online
- o Spanish online chat hotline https://hotline.rainn.org/es
- o Telephone hotline: 800-656-HOPE (4673)
- o Telephone hotline: 855.897.5910

Department of Defense Safe Helpline: a service for members of the U.S. military and their families, operated by RAINN for the Department of Defensehttps://safehelpline.org/

- o Online chat hotlinehttps://safehelpline.org/
- o Telephone hotline: 877.995.5247

SASS CARES - Crisis Mental Health Services/Screening, Assessment,

http://www2.illinois.gov/hfs/MedicalProvider/sass/Pages/

Phone: (800) 345-9049

Crisis care for children and youth in Illinois; Any child or youth in a mental health crisis who receives public funding may receive SASS services. You should call CARES when a child is at-risk to himself or others, and any other time you or others think a child is having a mental health crisis. They will link you to a SASS worker who will come talk with you and your child.

They will make a plan for you and work with your family for 90 days. They will link with hospitals, mental health and support services as needed. They conduct at-risk assessments in the home.

Additional counselors and therapist are found in the Resource Manual available on the school website.

#### **Employee Ethics and Conduct**

Southland is focused upon identifying the best available candidates to work as administrators, teachers and other staff members to provide outstanding educational opportunities for our students. Pursuant to the requirements of Illinois law and Southland policies, prior to making a hiring decision, Southland fully reviews the background of each candidate for employment, obtaining all records required by applicable statutes and best employment practices. In addition, also pursuant to the Illinois law, Southland has adopted a Policy Regarding Employee Ethics, Conduct and Conflict of Interest, which is included in this Handbook as Appendix K. This policy requires that staff members must maintain a professional relationship with students at all times, refraining from any inappropriate grooming behaviors and/or "sexual misconduct" as defined by Illinois law. Suspected violations of this Policy should be reported to Southland's Chief Executive Officer, Dr. Blondean Y. Davis, at 708-748-0100, extension 4124. As mandated reporters, Southland employees must also report suspected child abuse or neglect to the Illinois Department of Children and Family Services.

#### STUDENT RIGHTS AND RESPONSIBILITIES

#### SEARCH AND SEIZURE - BOARD POLICY 3:06

#### **Search and Seizure**

In order to maintain order and security at Southland, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as, of students and their personal effects. Upon reasonable suspicion, cars are also subject to search. "School authorities" includes school liaison police officers.

#### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and <u>parking lots</u>), as well as personal effects left there by a student without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

Southland's Chief Executive Officer or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable basis for suspecting that the search will produce evidence the particular student has violated or is violating either the law or Southland's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

- 1. Outside the view of others, including students,
- 2. In the presence of a school administrator or adult witness, and
- 3. By a certificated employee or liaison police officer of the same sex as the student.

#### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or Southland's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### **DUE PROCESS**

1. A student shall be considered innocent until proven guilty, and all students shall be given a written copy of the school rules and regulations. This includes informing students of the type of disciplinary action which may be taken against them. No student is to be disciplined by administrators/staff through the use of detention, suspensions, expulsions or classroom exclusions, unless the student has been told of the reasons for the discipline and given an opportunity to state his/her views as to the facts giving rise to the proposed discipline.

- 2. A student has the right to a level of due process corresponding to the proposed punishment. For suspensions, students have the right to be informed of the suspected violation and the right to respond. For expulsions, students have the right to a hearing before a hearing officer, with the opportunity to be represented and to present and cross-examine witnesses.
- 3. The school has jurisdiction over student actions in school, on school property (including parking lots), during school sponsored activities or events, or during any activity or event that bears a reasonable relationship to school. The staff is required to take reasonable action as may be necessary to protect the immediate health, safety and well-being of students, staff or property or to maintain the integrity of the educational process.
- 4. No student shall be subjected to corporal punishment.
- 5. Nothing in this article shall be construed as a waiver of the school's obligation and duty to discipline offending students within the existing Code of Conduct for Southland College Prep.

#### STUDENT PICTURES IN MEDIA

Pictures of students may be reproduced in newspapers or school publications or may appear in television or video productions unless parents/guardians request in writing that this not occur. Letters requesting that students' pictures not be reproduced in media are to be sent to Southland's Administration. A new letter is to be sent to the school at the beginning of each year to avoid any misunderstanding.

#### STUDENT RESPONSIBILITIES

The privilege or rights of any member of a society must be balanced by a commitment of people to uphold their responsibility of citizenship. It is not possible or practical to list all rights; but a lack of responsibility on the part of the students certainly means a weakening of rights.

Following are five basic responsibilities of all students:

- 1. To be willing to accept the consequences of any encroachment upon the rights of others.
- 2. To respect the rights of all who are involved in the educational process.
- 3. To never interfere with the education of any fellow student.
- 4. To obey all school rules and regulations.
- 5. To follow the proper school channels in working for change relating to any school rule or regulation.

#### TRANSFER AND WITHDRAWAL

Parents wishing to transfer their student to another school or withdraw from school should contact the main office to obtain the appropriate forms. Prior to transfer and withdrawal, all fees must be paid.

#### STUDENT SERVICES

#### **LUNCH PROGRAM**

The school participates in the federal National School Lunch Program and Breakfast Program. Students may also be eligible for certain meal benefits at reduced or no cost.

All students will be scheduled for lunch. Hot lunches and light snacks are available. Students are expected to clean up the area in which they eat and all trash is to be disposed of in garbage cans. To assure proper maintenance of the facilities, students must eat all food in the cafeteria. No food may be taken out of the area. Students are to behave in the cafeteria in a manner consistent with required and expected behavior in all parts of the school. Students should not yell, shout, run, jump or throw things in the cafeteria. *Violators are subject to disciplinary action.* 

Meals are available for students who attend Southland. For your child to participate in the breakfast, lunch and ala carte program he/she much have a positive balance in his/her cafeteria account. The cost for breakfast is \$2.00 and the cost for lunch is \$3.60. Students may also bring "bag" lunches to school. Students may not order food items for delivery to school.

Reduced price meals are available to students who have been approved by application in August of the current school year. If he/she has been approved a student is entitled to a reimbursable breakfast, lunch and snack at discounted prices. Other items are sold (full price) during lunch ala carte such as salad, soup, extra entrée or milk at an additional cost.

Students from families whose total household income falls below a specific level are eligible for free milk and/or reduced-price or free meals. Application forms are given to all children; new students receive the forms when they first register for school. Current documentation must be attached to the free lunch application providing proof of need, *i.e.*, MediPlan card, food stamp card, unemployment information, foster child grant from judicial system, documentation of income, etc. Free meals are available to students who have been approved by application in August of the current school year. If he/she has been approved a student is entitled to a reimbursable breakfast, lunch and snack at no cost. Other items are sold (full price) during lunch ala carte such as salad, soup, extra entrée or milk at an additional cost. If you have questions about the free lunch program please contact Southland. An adult is present in the lunchroom at all times, and students are expected to follow the school's behavior guidelines.

#### Southland College Prep Charter High School Administrative Procedures for Unpaid Meals and Related Debt Collections

#### I. Purpose

The purpose of this procedure is to establish consistent Southland practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

#### **II.** General Statement of Policy

Southland College Prep Charter High School's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges. It is the policy of Southland College Prep Charter High School to offer breakfast and lunch meals that meet

state and federal guidelines. Families may prepay for meals by making payments online or in person at the school. Funds received by Southland will be put into the child's account. As each child obtains a meal, the proper amount is deducted from the account at the time of purchase. All students will swipe their cards at the point of service in the cafeteria and the proper amount will be deducted from the student's account. However, the system will be preprogrammed to deduct a lessor amount for students who purchase a reimbursable meal and qualify for reduced-price meals and the system will not deduct any amount for students who purchase a reimbursable meal and qualify for free meals. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families prior to the first day of classes. Students who enroll after the first day of classes will be provided the applications at the time of registration. In addition, applications are available on the school website and from the school office between the hours of 8:00 a.m. and 4:30 p.m. If household income or size change, families can apply for meal benefits anytime during the school year.

#### **III. Charge Policy**

If the student or family account has insufficient funds to pay for breakfast and/or lunch meals, the student will still be allowed to receive the normal reimbursable meal served on that day. All students will be provided the same meal regardless of meal account status. When a student eligible for PAID meals has "cash in hand" to pay for a meal, The "cash in hand" will not be applied towards past due balances.

#### IV. Notification of Account Status

Southland College Prep Charter High School sends statements of account balances to parents and guardians on a monthly basis. Included in that statement is an application and information on applying for free and reduced priced meals if the family has not already applied for that assistance. Families can check their student's meal account balance by logging on to their student's account online or by contacting the school or district office. Students will not be given verbal reminders in the meal service line. When a student has a negative balance greater than \$25, a written reminder will be given to the student to take home to their parents each week until such balance has been paid. In addition, food service staff will make reminder phone calls on a monthly basis to parents of students with negative account balances greater than \$100. Parents will be encouraged to complete the free/reduced price meal application.

#### V. Collection of Unpaid Meal Debt

When a student meal balance is \$200, the following collection actions will be taken:

- a. The Food Service Director, or designee, will contact the family to request payment and determine an appropriate solution such as establishing a payment plan or applying for free/reduced meal benefits.
- b. If no solution can be reached or if an established payment plan is not being followed, a formal letter will be sent to the household notifying that the debt will be turned over to the collection agency.
- c. The expectation is all fees owed to the district will be paid in full by the last day of each school year.

#### **LOCKERS**

Students are assigned an individual locker and private combination lock for use during the school year. School lockers and desks are the property of the school and must be used for the purposes intended (i.e., storage of books, school supplies and garments). There is no reasonable expectation of privacy in student lockers. **Southland reserves the right to search student lockers and desks at any time and for any reasonable purpose.** 

Additionally, students must keep the lock secured on their lockers at all times. Southland is not responsible for lost or stolen items. If a locker is not secure, the items in the locker are subject to theft or destruction by others. If at any time a lock must be replaced, the student to whom the lock is assigned must pay a fee for a new lock, regardless of the circumstances under which the lock was lost. Each student is responsible for any item found within his/her locker. Students are not permitted to share lockers or to provide their locker combination to other students.

Lockers may be decorated for special occasions such as birthdays. However, decorations must be removed within a two week period. No permanent adhesive material can be used on any part of the locker. Decorations remaining longer than two weeks may be removed by Southland personnel.

#### PHYSICAL EDUCATION LOCKER ROOM POLICY

- 1. Students are only allowed in the locker room when an adult supervisor is present.
- 2. No food, drink or glass containers are allowed in the locker room areas.
- 3. Assigned gym lockers are provided for students taking Physical Education. Students should only use their assigned locker. Sharing of lockers is not permitted.
- 4. Students must keep their lockers secured with a lock, especially when the student is not present. Although the lockers should be locked and secure at all times, valuables should be left at home. Southland is not responsible for lost or stolen items. Any lost or stolen items should be reported to the locker room supervisor immediately. If at any time a lock must be replaced, the student to whom the lock is assigned must pay a fee of \$5.00 for a new lock, regardless of the circumstances under which the lock was lost.
- 5. No horseplay, games, running, yelling or other inappropriate conduct is allowed in the locker room. All inappropriate conduct is subject to disciplinary action.

#### MESSAGES/ARTICLES FOR STUDENTS

Every effort is made to avoid disturbing classes unless a true emergency exists. Therefore, only in extreme emergencies will messages/articles from parents/guardians be delivered. In order to maintain the academic focus and the learning environment, the following items will not be accepted: balloons, flowers, gift bags and stuffed animals.

#### SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

As required by applicable federal and state laws, Southland has a policy regarding suicide and depression awareness and prevention, which is included in this Handbook as Appendix H.

Parents and students should be aware of the following support services which are available:

- Dial 988 to reach the National Suicide Prevention Lifeline.
- Crisis Text Line: Text HOME to 741741 to reach a volunteer Crisis Counselor.
- For assistance from the Safe2Help Illinois Helpline:
  - a. Call: 844-4-SAFEIL (844-472-3345); or
  - b. Text: SAFE2 (72332); or
  - c. Email: HELP@Safe2HelpIL.com

#### **SPECIAL EDUCATION SERVICES**

Southland provides special education and related services for children with disabilities in the least restrictive environment in accordance with Illinois Rules and Regulations. To get additional information regarding special education and related services contact Southland's Director of Special Education, Dr. Iyuna Harris.

#### **SECTION 504 SERVICE**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with handicaps by schools receiving federal financial assistance. Section 504 protects all students with handicaps, defined as those having any physical or mental impairment that substantially limits one or more major life activities, including learning. Examples of students who may be eligible under Section 504 are students with chronic health conditions such as sickle cell disease, AIDS (acquired immunodeficiency syndrome), ADD (attention deficit disorder) or ADHD (attention deficit hyperactivity disorder).

If you believe your child is eligible under Section 504, contact Southland's Director of Special Education, Dr. Iyuna Harris.

#### STUDENT RECORDS

Southland adheres to the provisions of the Illinois Freedom of Information Act of 1984 and the provision of the School Student Records Act and Federal Family Educational Rights and Privacy Act. Disclosure of information about the student or from the student's cumulative file is in accordance with such laws and the applicable rules and regulations of the Illinois State Board of Education. Southland maintains records on each student. Records are of two types:

<u>Permanent Records</u> consist of basic identifying information, academic transcripts, attendance records, accident and health reports, record of release of permanent record information and other basic information. These records are *kept for sixty (60) years* after graduation or transfer.

<u>Temporary Records</u> consist of all information not required to be in the permanent record, including family information, race and gender, test scores, psychological evaluations, special education files, and records or release of temporary records. The temporary record is reviewed every four (4) years for destruction of out-of-date information. Temporary student records will remain in the student's file until the student transfers, has graduated, or permanently withdraws. Upon the student's transfer, graduation or withdrawal, temporary records shall be maintained for not less than five years.

The Chief Executive Officer will provide, through this handbook, notice to parents/guardians upon initial enrollment of their child to inform them of their rights regarding student records. Eligible students or eligible parents/guardians may inspect and review student records as provided by law, by submitting a written request to the building administrator. When a student reaches eighteen years of age, or graduates from high school, or marries, or enters military service, all rights and privileges accorded to a parent/guardian under the Illinois School Student Records Act may become exclusively those of the student.

In cases of divorce or separation, both parents/guardians may be permitted to inspect and copy the student's school records unless a court order indicates otherwise. At the option of the eligible student or eligible parent/guardian, or a designee of the eligible person, a qualified professional may be present to assist in the interpretation of the student's records. No one will be denied a requested copy of school student records due to inability to bear the cost of such copying. The records custodian may deny permission to copy (but not to inspect or review) copyrighted materials in the student's record.

Personally identifiable information from student educational records may be disclosed without the written consent of the parent/guardian to school officials who have legitimate educational interest in the material.

Eligible students or eligible parents/guardians of a student may seek the correction of educational records through a written request to amend the records. If the request is denied, the individual may request a hearing. If dissatisfied with the outcome of the hearing, the individual may request permission to place a statement in the education records of the student.

Directory information is defined as identifying information: name, address, gender, grade level, birthdate, birthplace, parent's/guardian's name and addresses; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in the school.

Southland may release directory information regarding any student unless the eligible student or eligible parent/guardian requests in writing that any or all of such information not be released. Prior to the release of directory information, Southland must provide written notification to the affected students or parent/guardian. Such notification may include the date of notification, the names of the parent/guardian and student, the directory information to be released, and the scheduled date of release.

#### TEXTBOOK, iPAD and CHROMEBOOK USE

Students are responsible for maintaining the custody and condition of textbooks and iPads/Chromebooks issued to them. The textbook, iPads and/or Chromebooks become the student's responsibility. If lost or stolen, the textbook, iPad and/or Chromebook must be paid for before another textbook, iPad and/or Chromebook is issued to the student. The student will be responsible for the full replacement cost of the textbook, iPad and/or Chromebook if it is lost, stolen or not returned at the end of the school year. Seniors will have the opportunity to purchase their iPads and/or Chromebooks at the end of the school year.

#### **TRANSCRIPTS**

A transcript is a student's high school academic record. It also includes the name and level of each subject taken and the corresponding semester grades, the number of credits earned, the grade point average and the class rank. Identifying information includes student's name, home address, birthplace, name of parent or guardian, home telephone number, date of entrance and withdrawal or graduation. Only official transcripts carrying the school seal and the signature of an authorized school official are sent to colleges and employers. No official transcript may be sent without a release of information form signed by a parent or by the student if the student is 18 years or older.

#### **WORK PERMITS**

Work permits provide employers with proof of age for prospective student employees. To obtain a permit, the following documents are required:

- 1. Letter of parent approval.
- 2. Letter of intent from the employer, with the employer's address and phone number (preferably on the employer's letterhead), stating the SPECIFIC nature of the occupation in which he intends to employ such minor, i.e. the EXACT number of hours to be worked and days per week during which the minor will be working.
- 3. Statement of physical fitness signed by a public health or public school physician who has examined the minor, certifying that the minor is physically fit to be employed.

Once all of the above documents are obtained, the PARENT and STUDENT must be present to sign the work permit.

#### STUDENT HEALTH AND HEALTH SERVICES

All students are required to have a health examination and present proof of having been examined in accordance with the Illinois School Code (105 ILCS 5/27-8.1) and rules and regulations pursuant thereto. It is important that parents/guardians include an active secondary contact on file for students to be picked up should they get sick while in school.

#### ACCIDENTS AND ILLNESS

Students who do not feel well in the morning, should stay home. Students who become ill at school will receive basic first aid, when necessary. An attempt will be made to contact the parent/guardian or the adult listed on the emergency form to inform of the incident. All students must report to class to obtain a pass to see the nurse unless it is an emergency.

Any student who feels ill and wants to go home, must see the nurse prior to leaving for home. Students should call parents from the nurse's office.

911 services will be called for emergencies. The cost incurred for medical care is the responsibility of the parent/guardian even though the school officials may call for assistance.

If parents/guardians, because of religious beliefs, deny medical attention, this must be noted on the emergency treatment release form.

Parents/guardians are required to keep their child home for 24 hours following an elevated temperature and to inform the school if a physician has verified a diagnosis of a communicable disease. Any student with an undiagnosed rash or unhealing sore will be excluded from school until the rash or sore has disappeared unless a physician's note verifies that the condition is non-communicable. Following a strep infection, a physician's note must be submitted for re-entrance into school.

#### **MEDICATION**

Parents/guardians have the primary responsibility for the administration of medication. Whenever possible, arrangements should be made for students to take medication at home. When a student requires medication during school hours and the parent or student cannot reasonably administer the medication, then an Authorization for Medication Administration Form signed by both the authorizing physician and parent must be on file. This permits the school nurse or administrative personnel to administer the necessary medication, as required.

- 1. All medication, including prescription and over-the-counter medicine, inhalers, epinephrine pens, etc., must be in its original container and must be submitted with the correct authorization form (see Authorization Forms on the next page). No medication may be brought in or picked up by students unless they are 18 years of age or older. Once received, your student will receive a schedule, according to the doctor's order and student's school schedule, of the times the student is allowed to come to the nurse' office to take medication. These times are strictly held as to prevent disruption in the school day for the student. Under some circumstances, the school may contact a student's doctor to arrange an alternate administration schedule.
- 2. The school reserves the right to refuse to give medications that could be given at times other than during school hours. We encourage students to take responsibility of their own health.
- 3. Medication is stored in a locked or limited access space determined by Southland's administration.

#### **AUTHORIZATION FORMS (provided by Southland)**

All medication, prescription or over-the-counter, if given in school, must have authorization to be used at school. **These forms must be renewed each year; they are authorized for one year only**. Any change in dose, frequency of dose, etc., requires a new, updated form. The following forms are required for particular medication usages:

- Authorization for Medication Administration—Students who need to take medication during school hours, including any prescription or over-the-counter medication, must have on file an Authorization for Medication Administration Form signed by the authorizing physician and parent/guardian. The form must be filled out completely. Parents/guardians must supply prescription and over-the-counter medication in their original bottles/containers.
- Medication Self-administration Form—We understand that certain medical conditions may require students to carry on their persons, at all times, devices such as inhalers and epinephrine pens. Students who need to self-administer medication via such devices during school hours, must self-carry these devices if they have on file a Medication Self-administration Form completed by a physician and signed by the parent/guardian. All devices must be labeled.
- Asthma Action Plan—Students with asthma who require use of medication or a medical device such as an inhaler must have on file an Asthma Action Plan obtained from their physician. Students must self-carry their inhaler provided they have a Medication Self-administration Form and an Asthma Action Plan on file. The Asthma Action Plan informs the school nurse, school administration and emergency medical personnel of any potential emergency needs of the student should they arise. These forms are not necessary if a student only has a history of asthma and no longer requires maintenance medication or a device such as an inhaler.
- **Diabetes Action Plan**—Students who are diabetic must have on file a Diabetes Action Plan obtained from their physician. Students are encouraged to self-administer, provided they have a Medication Self-administration Form and a Diabetes Action Plan on file. The Diabetes Action Plan informs the school nurse, school administration and emergency medical personnel of any potential emergency needs of the student should they arise.
- Food Allergy Action Plan—Students with allergies must self-carry an epinephrine pen (these students must have a Medication Self-administration Form on file). Additionally, students with allergies who use an epinephrine pen and/or take Benadryl or any other medication that responds to their allergic reaction, must have on file a Food Allergy Action Plan obtained from their physician. The Food Allergy Action Plan informs the school nurse, school administration and emergency medical personnel of any potential emergency needs of the student should they arise.
- Anaphylaxis Policy—Pursuant to Illinois law, Southland College Prep Charter High School has adopted a comprehensive policy regarding anaphylaxis prevention, response and management program, which is attached as Appendix L.

#### HEARING AND VISION SCREENING

#### **Section 685.110 Frequency of Vision Screening**

Any student who is new to the Illinois school system, must see an optometrist for completion of an eye exam.

- Vision screening services shall be provided annually for all students in all special education classes; for any student referred by a teacher; and transfer students. Vision screening is recommended in grades 10 and 12.
- In lieu of the screening services required in subsection (a) of this Section, a completed and signed report form, indicating that an eye examination by an M.D. specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.
- The parent or legal guardian of a student may object to vision screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objection must be presented to the screening entity.

"Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months." (Section 27-8.1 of the School Code).

#### **Section 675.110 Frequency of Hearing Screening**

- Hearing screening services shall be provided annually for all students who are in any special education class; for any student referred by a teacher; and transfer students. Hearing screening is recommended in grades 10 and 12.
- In lieu of the screening services required in subsections (a) and (b) of this Section, a completed and signed report form, indicating that the child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is acceptable.
- In cases of known hearing loss, an audiological evaluation completed by an audiologist within the previous 12 months may be accepted instead of threshold monitoring services.
- The parent or legal guardian of a student may object to hearing screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority. General philosophical or moral reluctance to allow hearing screening will not provide a sufficient basis for an exception to statutory requirements.

## IMMUNIZATION/HEALTH COMPLIANCE NEEDS (Illinois School Code (105 ILCS 5/) School Code – from Ch. 122, par. 27-8.1)

Immunizations are required by law, or students must have an authorized waiver. If students do not have the necessary immunizations or waivers, the student is subject to removal from the school. This requirement is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the Director of Special Education and Student Support Services.

For any grade level, a **SPORTS PHYSICAL** is required to participate in any sports. It must be on file in the nurse' office prior to participation in practices. The sports physical is renewed each school year. Below are specifics for your child's grade level:

**FRESHMAN** – All incoming freshmen must have a State of Illinois **Certificate of Child Health Examination** form on file by August 1st, prior to the start of their freshman school year. Freshmen also need to submit a completed **Dental examination** form by May 15th of their freshman school year. If participating in sports, a sports physical must be completed.

**SOPHOMORE** – No new requirements. Certificate of Child Health Examination form must be on file from Freshman year. If participating in sports, a sports physical must be completed.

**JUNIOR** – Students must have a second meningococcal immunization after age 16. The first dose may have been given in sixth grade. If student did not have the first dose, the initial dose must be given after age 16 to meet requirement. If participating in sports, a sports physical must be completed.

**SENIOR** – No new requirement if meningococcal immunization is met in Junior year after age 16. If participating in sports, a sports physical must be completed.

#### **Certificate of Child Health Examination**

 $\frac{https://www.dph.illinois.gov/sites/default/files/forms/certificate-ofchild-health-examination-03032017.pdf}{https://www.dph.illinois.gov/sites/default/files/forms/forms-owh-child-health-exam-spanish-042916.pdf}$ 

#### **Sports Physical**

 $\frac{https://www.ihsa.org/documents/sportsMedicine/2013-14/Pre-participation\%20Examination\%202013-14\%20042413.pdf}{20042413.pdf}$ 

#### **Dental Examination**

http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf

#### **Meningococcal Fact Sheet**

https://dph.illinois.gov/sites/default/files/OHP Publications Meningococcal Disease Brochure.pdf

#### COMMUNICABLE/INFECTIOUS DISEASE AND PESTS

School personnel are among the persons mandated to make reports to the local health authorities when they become aware of a reportable disease or condition. Children suspected of being infected with a reportable infectious disease for which isolation is required shall be refused admittance to school when acute symptoms are present. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Schools are to handle contacts of infectious disease cases in the manner prescribed by the Illinois Department of Health regulations, or as recommended by the local health authority. Further, because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by proper professionals, including the local health department, to ensure that the rights of the person affected and those in contact with that person are adequately protected. The school will seek to maintain students in school unless there is sufficient evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the Department of Health.

#### **BLOOD-BORNE PATHOGENS**

The school is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the school is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the school request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, Southland seeks to notify parents of these requirements ahead of time. That way, if the situation does develop, parents/guardians will understand the reason for a request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

#### INFORMATION REGARDING ASBESTOS PLAN

The Asbestos Hazard Emergency Response Act requires certain actions by schools regarding the presence of asbestos in school buildings, including air samples and planning as may be required. The school has conducted testing and inspection and Southland's building is in compliance with AHERA.

#### PESTICIDE EXPOSURE

In conformance with the Structural Pest Control Act the school follows procedures to control structural and landscape pests, while working to minimize the exposure of students and staff to pesticides. Issues or question regarding the school integrated pest management program should be directed to the Director of Buildings and Grounds. Students or parents can submit a written request to the Director if they would like to be notified 2 days prior to the application or use of any non-bait pesticide application. Reliable contact information must be provided by the parent or student. The school will make several good faith efforts to provide actual notice to the parent. If the notice is not provided prior to application, the school will provide the notice as soon as it is possible to reach the parent.

#### Please review this policy with your student.

#### SOUTHLAND COLLEGE PREP CHARTER HIGH SCHOOL Richton Park, Illinois

## CODE OF CONDUCT and ATTENDANCE AND TRUANCY POLICY

Southland's Board of Directors has adopted a policy which addresses Student conduct and potential consequences, including suspension and/or expulsion, and related procedures, which is included in this Handbook as Appendix F. Recognizing that suspensions and expulsions represent the most serious School-imposed consequences which may result from student behavior, the Board adopted the student conduct and truancy policy in order to ensure that Southland procedures facilitate achievement of legitimate educational purposes which are the goal of student discipline, as well as complying with the requirements of applicable law.

The fundamental purpose of the Southland student code of conduct and attendance policy is to ensure that the entire school community has an equal opportunity to obtain a quality education in a positive, safe and secure environment. These policies and related procedures are reviewed annually. Southland expects and requires that students act in an appropriate manner and with respect for the rights of others. In addition, teachers also develop expectations for student behavior and procedures for their classrooms. *All adults who work at Southland are responsible for student behavior.* To observe misbehavior by a student and not take action is to condone the behavior. The attendance and truancy policy and code of conduct are periodically reviewed and may be subject to revision. Each student is furnished with a copy of the school's code of conduct. Parents/guardians are required to sign a form indicating that they have received a copy. If you have any questions or concerns about how the policies have been developed as well as implemented, please contact Southland's administration.

#### **CODE OF CONDUCT GUIDELINES**

In order for any society to exist, it needs to have rules and regulations for the people who live in it. The school is a mini-society. Thus, it too must have consequences for persons who do not follow the rules. Students are expected to be good citizens. If a student does not obey the rules, his/her actions may lead to, but are not limited to, one of the following:

#### 1. Detentions

- Detention may be served with a Southland staff member or administrator on any weekday and/or Saturdays.
- Prior to serving a detention, the student will be told the reason for the detention and given an opportunity to state his/her view.
- The teacher or building administrator will give at least 24 hour notice to the parent/guardian either by telephone or written message concerning the detention.
- Detentions are held from 3:00 p.m. to 5:00 p.m. on designated weekdays. Saturday detentions are held from 8:00 a.m. to 12:00 p.m. or 12:00 to 4:00 p.m. on designated Saturdays.
- Students who continue to be non-compliant will be subject to further disciplinary action which may include suspension and possible expulsion.
- This discipline system has been established as a progressive, proactive, humanistic approach to student behavior.
- **2. Out-of-School Suspensions may be issued as a result of serious infractions of school rules.** Students on external suspension or expulsion are not allowed to come to school, report to any classes, or attend any school activities for the time of the suspension or expulsion. Students electing to do so may be arrested for trespassing. A student can be given external suspension from one to ten days.

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# **Procedures Regarding Out-of-School Suspensions and/or Expulsions**

- 1. Following student misconduct which may result in an out-of-school suspension and/or expulsion, a Southland administrator will explain the facts as understood regarding the student misconduct at issue and the student will be given the opportunity to respond regarding the alleged misconduct, including providing any facts deemed relevant regarding the alleged misconduct at issue and/or any facts which the student believes may be mitigating factors regarding the conduct at issue. A pre-suspension conference is not required, and the student can be immediately suspended, when the student's presence is deemed to pose a continuing danger to persons or property or an ongoing threat of disruption to the educational process.
- 2. Parents/guardians of students recommended for out-of-school suspensions or expulsions shall be notified as soon as practicable of the potential expulsion and/or out-of-school suspension. In the case of an expulsion recommendation, Southland's Chief Executive Officer or designee shall provide written notice to the parent/guardian via certified letter which shall include: the reasons for the recommendation, as well as the time, place, and purpose of the hearing regarding the matter. Prior to deliberation by Southland's Board of Directors, an expulsion hearing will be held before the hearing officer appointed by the Board for this purpose. A notice of out-of-school suspension shall advise parents/guardians of their right to request the review of such out-of-school suspension decision.
- 3. Upon a parent's/guardian's request for review of an out-of-school suspension, a hearing shall be conducted before a hearing officer appointed by Southland's Board of Directors. At such hearing, the parent/guardian of the student who was suspended, as well as Southland's administration, shall present evidence regarding facts relating to the out-of-school suspension. The hearing officer shall provide the Board with a summary of the evidence presented at the hearing and the Board shall take such action regarding the out-of-school suspension as the Board deems appropriate. If the Board upholds the out-of-school suspension, the Board shall provide a written decision detailing the specific act of gross disobedience or misconduct resulting in the suspension, as well as a rationale as to the specific duration of the out-of-school suspension. The teacher and/or staff member must complete the Discipline Referral Form documenting the incident that occurred.

The details relating to procedures for out-of-school suspension and expulsions, as well as the hearings relating to such consequences for student behavior, are included in the Board Policy included in this Handbook as Appendix F.

# **Removal of Student from Classroom**

Southland recognizes that teachers have the primary responsibility for discipline in their classrooms.

- 1. A teacher may temporarily exclude a student from a class when, in the opinion of the teacher, the grossness of any offense, the persistence and severity of the behavior, or the disruptive effect of the student makes the continued presence of the student in the classroom intolerable.
- 2. Except when the conduct of a student is so gross as to necessitate his/her immediate removal from class so as to protect the health and safety of the student or his/her classmates, prior to the exclusion of a student, the teacher must give the student reasonable warning of the possibility of exclusion and must allow the student to know the reasons for the proposed exclusion and, when appropriate, permit the student to explain his/her position on the possible exclusion.
- 3. If a student is excluded from a class, the student will be sent to the Main Office and/or a designated place or person.
- 4. Southland's Administration will maintain records of all such exclusions, including the time, the date, the excluding teacher and the reasons for the exclusion, as well as the disposition of the problem.
- 5. Nothing herein will be interpreted to limit the Administration's power to impose appropriate consequences for student conduct on a case-by-case basis.

The following list of behaviors is not intended to be all-inclusive, but rather exemplifies that type of misconduct which will result in appropriate disciplinary action, including detention, and/or possible suspension and/or expulsion. These activities or behaviors include, but are not limited to:

1. Possession and/or use of weapons\*, look-alike weapons or any object that may be used as a weapon.

This includes but is not limited to fireworks, fire crackers, poppers, sparklers, mace, pepper spray, explosives of any kind, knives of any size, Swiss army knives, razors, guns, water guns, hard balls, bean shooters, any look alike toy weapons, laser pens or any object deemed by school personnel to be a dangerous weapon or that can be or is intended to be used as a weapon. Possession or handling of these articles on school property is grounds for out of school suspension or expulsion, regardless of age or grade level of the student. *Parents/guardians will be notified if hazardous or illegal articles are confiscated and in the case of weapons, area police may be called as well.* 

\*The term "weapon" means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. For weapons violations a student may be expelled for up to two calendar years.

- 2. Physical Abuse of a student or any other person A student may not endanger the physical health, safety or well being of other persons or do bodily injury to any individual. Such acts include but are not limited to the following:
  - Assault and/or Battery Assault is intentionally engaging in conduct (without physical contact) which places another in reasonable apprehension of bodily harm: includes threats and verbal assaults. Battery is intentionally causing bodily harm to another.
  - **Fighting** Physical conflict between two or more individuals.
  - Intimidation and/or threats Engaging in behavior that prevents or discourages another student from attending classes or authorized school activities, or from enjoying the intended benefits of classes and/or activities.
- 3. Damage or destruction of school, school property, or private property lawfully on school premises.
- 4. Theft and/or possession of stolen school or private property lawfully on school premises.
- 5. False fire alarm or bomb threats.
- 6. Setting a fire.
- 7. Possession of drug paraphernalia.
- **8. Sale or distribution** of drugs, alcohol or look-alike drugs (drugs made of legal materials but resembling illegal street drugs).
- **9. Possession and/or use** of drugs, alcohol or look-alike drugs (drugs made of legal materials but resembling illegal street drugs) a student may not knowingly and unlawfully possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance or intoxicant of any kind on school grounds, while being transported to or from school or off the school grounds at a school activity, function or event.
- **10.** Extortion The obtaining of money or information from another by coercion or intimidation.
- 11. Trespassing Being present on the Southland campus without permission.
- **12. Insubordination** Refusal to obey established and well defined rules and school regulations, or refusal to obey directions or instructions of school personnel. This includes being in an unauthorized area or leaving the campus during student's regular schedule or on campus while on suspension.
- 13. Use of obscene (foul, filthy, repulsive, indecent, lewd) language and gestures or ethnic slurs.
- 14. Slander, libel, obscenity, profanity or threats to students or adults.
- 15. Possession or use of forged school forms and/or making fraudulent phone calls (pretending to be parent, etc.).

- 16. All Smoking/Vaping Products Prohibited Southland College Prep Charter Prep High School is a smoke-free and tobacco-free environment. Students' possession and/or use at school and/or school-sponsored events of smoking and/or tobacco products, including e-cigarettes, often referred to as "vaping" products, are prohibited and, if such possession or use occurs, will result in student discipline. Illinois law bans the possession or use by minors of all smoking and/or tobacco products including e-cigarettes. National data indicate that students' use of e-cigarettes has increased dramatically in recent years, perhaps because students are unaware of the health risks associated with these devices, which often contain harmful chemicals, such as nicotine, at levels that far exceed amounts in other smoking products. Such data indicate that Southland College Prep Charter High School and our students' parents/guardians must be diligent in assisting our young people to avoid dangers of smoking/vaping.
- 17. Disrespect to or Abuse of School Personnel.
- 18. Violation of Uniform Dress Code.
- **19. Violation of rules regarding school bus transportation** Violation of bus conduct rules may result in appropriate discipline potentially including suspension of bus transportation privileges for varying periods of time depending on the seriousness of the misconduct.
- **20.** No large bags, including book bags, tote bags, brief cases, duffel bags or large purses are allowed in classrooms.
- **21. Gambling**, participating in games of chance with or for money or other things of value, is prohibited on school property at any time, unless authorized by the Board of Directors.
- **22. Sound Devices** (including, but not limited to radios, CD players, cellular phones, and pagers) are to be turned off and kept in student lockers. They are to be used only before and/or after school outside of the building.
- 23. Inappropriate sexual behavior and/or harassment.
- **24. Disruption of school** which involves conduct which materially and substantially threatens to disrupt or which actually disrupts the educational program or obstructs any lawful process or function of the school.
- 25. Cheating and Plagiarism Students are expected to exhibit honesty in school endeavors, including academic assignments. Students may be found to have violated this responsibility if they plagiarize or cheat. Webster's Dictionary defines plagiarism as the act of taking ideas or writings from another and passing them off as one's own; this includes ideas and writings found on the Internet. Webster's Dictionary defines cheating as deceiving, taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom. A student caught in the act of plagiarizing or cheating may receive a grade of "F" for the assignment in which the offense occurred. Further violations may involve parent contact, referral to a dean or counselor, and/or being dropped from class.
- 26. Photographing or recording anyone, including yourself.
- 27. Publishing or sharing photographs and/or recordings by any means, i.e. social media.
- 28. Sale or distribution of food items without prior written approval.
- 29. Gross disobedience or misconduct perpetrated by electronic means, including
  - a. through the transmission of information from a Southland computer, the Southland computer network, or other Southland equipment;
  - b. through the transmission of information from a computer that is accessed at a non-school related location, activity, function or program, or from the use of technology or an electronic device that is not owned, leased or used by Southland, if such use constitutes bullying that causes a substantial disruption to the operation of Southland;
  - c. when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with the indicated intent to carry out such threats during any school-related or school-sponsored program or activity or on Southland-provided transportation; and
  - d. when such conduct occurs off-campus but seriously disrupts Southland's operation.
- 30. Engaging in conduct that constitutes "bullying" as discussed in the enclosed Board policy.
- 31. Making an explicit threat on an internet website against a Southland employee, a student, or any school-related personnel, provided: (a) the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made;

and (b) the threat could be reasonably interpreted as threatening the safety and/or security of the threatened individual because of his/her duties of employment, employment status, or status as a student.

PARENTS/GUARDIANS SHOULD BE AWARE THAT SOME MISCONDUCT, SUCH AS BULLYING AND MISCONDUCT PERPETRATED BY ELECTRONIC MEANS (INCLUDING HARASSMENT AND/OR THREATENING POSTS ON SOCIAL MEDIA SITES, AS WELLAS THE TRANSMISSION OF SEXUALLY EXPLICIT PHOTOGRAPHS VIA ELECTRONIC MEANS) MAY CONSTITUTE CRIMINAL MISCONDUCT THAT CAN RESULT IN CRIMINAL PROCEEDINGS INITIATED BY REQUIRED REPORTING BY SOUTHLAND REPRESENTATIVES AND/OR REPORTS TO LAW ENFORCEMENT AGENCIES FROM REPRESENTATIVES OF THE VICTIMS OF SUCH MISCONDUCT. THE OUTCOME OF SUCH A CRIMINAL PROCEEDINGS IS BEYOND SOUTHLAND'S CONTROL. IN ORDER TO AVOID THE POTENTIAL FOR INVOLVEMENT IN SUCH CRIMINAL PROCEEDINGS AND THE EXPENSE OF NECESSARY LEGAL REPRESENTATION IN SUCH MATTERS, PARENTS/GUARDIANS MUST BE DILIGENT IN MONITORING THE CONDUCT OF THEIR CHILDREN ON SOCIAL MEDIA AND VIA OTHER ELECTRONIC MEANS.

**PLEASE NOTE:** Depending on the severity of the offense, local police departments may be informed and student(s) may be taken to the local police station.

#### **FIGHTING**

Appropriate disciplinary consequences will ALWAYS result following incidents of fighting and/or participating in violent acts causing injury. Such actions may result in discipline at Southland as well as criminal proceedings. The safety and well-being of all members of the Southland family will be protected to the greatest possible extent.

# **ACADEMIC HONESTY**

Southland students are expected to use genuine, sincere, and fair means for the accomplishment of the tests, tasks, or projects from which evaluations of progress shall be determined. An atmosphere which actively fosters academic honesty shall be maintained. This requires the active support of parents, students, and staff and it is therefore the responsibility of each individual to promote academic honesty.

# **Below are Examples of Academic Dishonesty**

- 1. Plagiarism: submitting another person's writing as one's own.
- 2. Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class.
- 3. Copying from another student's test or knowingly permitting another student to copy during a test.
- 4. Using materials which are not permitted during a test.
- 5. Copying or having someone other than the student prepare the student's assignment, paper, project, laboratory report, or take home test for which credit is earned.
- 6. Permitting another student to copy or write another student's assignment, project, report, paper, classroom test, or take home test.
- 7. Any other action intended to earn credit for work that is not one's own.
- 8. Southland's administration and faculty will determine appropriate sanctions on a case-by-case basis.

# **HALLWAY EXPECTATIONS**

Appropriate behavior in our hallways is expected at all times. Running, littering, loitering, yelling, eating, horseplay, blocking traffic, wearing hats and the use of profanity are prohibited. Inappropriate public displays of affection are not permitted. Inappropriate behavior may result in a detention or other consequences.

#### USE OF ELEVATOR

Students are not permitted to use elevators to travel between floors. If there is a condition that prevents the student from using the stairs, prior authorization from an administrator will be needed. The school nurse will issue a dated elevator lanyard that students must wear on their person during the duration of need.

#### MEDIA CENTER POLICY

The Library/Media Service Center provides reference and research support through a variety of print and electronic resources. The library is designed to be a place for quiet study, research, reading, class assignments or other library-related activity. Students are expected to speak softly and to refrain from socializing. When using the library after school or during lunch, students must present a pass signed by a teacher or school administrator. **No food, drinks, coats or hats are allowed in the library.** Students may only use the library outside of class time when the facility is supervised by the librarian.

#### **ELECTRONIC COMMUNICATION DEVICES**

In order to maintain a positive educational environment, the use of electronic communication devices, <u>which</u> <u>includes cell phones</u>, is <u>not</u> permitted and shall be limited to before and after school hours. Use during, before and after school extracurricular activities may be prohibited or restricted by the activity supervisor. During the course of the regular school day, electronic communication devices must be placed in the off mode (or otherwise incapable of receiving an active signal) unless directed by the teacher for instructional purposes ONLY.

Students shall be personally responsible for the security of their electronic communication devices. Southland assumes no responsibility for theft, loss or damage of such devices. Violation of this policy will result in the electronic device(s) being held in the Main office. Parents should not text or call students on their cell phones during school hours. Parents may call the office in the event that student contact is needed. Following violations of these requirements, student's parents will be asked to pick up the electronic device(s) and the students' electronic device(s) privileges may be revoked for the remainder of the school year or time designated by the Dean and/or Administrator.

#### 1st Offense

- Electronic device is confiscated and must be picked up by parent/guardian.
- Refusal to hand over the electronic device will result in an immediate consequence.

#### 2nd Offense

- Electronic device is confiscated and must be picked up by parent/guardian.
- Saturday detention will be issued.

# 3rd and Subsequent Offenses

- Electronic device is confiscated and must be picked up by parent/guardian.
- Progressive disciplinary sanctions as deemed appropriate by Southland's administration.

# **OFF-CAMPUS MISCONDUCT**

Acts of gross disobedience or misconduct, threats/threatening behavior or language, infractions of the law or antisocial behavior occurring off school grounds and/or out of school hours which could have an effect on the general welfare of the school, its students, teachers or other personnel may be subject to disciplinary or police action, including but not limited to suspension and/or expulsion.

#### LOITERING AND TRESPASSING

Under no circumstances are students or others permitted to loiter or trespass in or around the Southland campus. This includes the building, the grounds, and the parking lots. Parking in the school parking lots, except for authorized activities, is not permitted on evenings or weekends. "No Trespassing" signs are posted on school property. The local police department has authority to enforce this regulation.

#### **CLOSED CAMPUS POLICY**

Since Southland has a <u>closed</u> campus policy, students cannot leave the premises during the school day. Students are not to be on campus more than 20 minutes before or after their regular schedule unless they are there for an authorized school activity. If students are waiting for an activity, they must stay in the designated area where students are to gather for the activity. If students leave the building after school, they will not be permitted to re-enter.

#### DISRESPECT OF SCHOOL PERSONNEL

Students are required to obey the directions of teachers and other school personnel. Students may not be disrespectful to teachers or school personnel and are absolutely prohibited from using obscene or abusive language. Infractions shall be subject to disciplinary action.

#### ABUSE OF SCHOOL PERSONNEL

Southland prohibits any form of physical violence or threat toward teachers or other school personnel. Southland considers assault and physical <u>attack</u> as gross misconduct and subject to appropriate action regardless of any previous behavioral record. *Threats, intimidation and physical violence are considered serious offenses and law enforcement may be contacted.* 

# ANTI-BULLYING POLICY

The Board of Directors (the "Board") of Southland College Prep Charter High School ("Southland") has adopted an Anti-Bullying Policy recognizing that bullying behaviors are unlawful in Illinois and that the Southland community will take all appropriate actions to ensure that its students are protected from bullying. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, which has or can reasonably be predicted to place a student in reasonable fear of harm to the student's person or property, cause a substantially detrimental effect on the student's physical or mental health, substantially interfere with the student's academic performance, and/or substantially interfere with the student's ability to participate in and/or benefit from the services, activities or privileges provided by Southland as well as CyberBullying.

Bullying may take various forms, including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Illinois law prohibits bullying of students on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, age, physical or mental disability, sexual orientation, gender-related identity or expression, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Bullying is prohibited: (1) in school, on school property, on school buses or other Board-approved transportation, and at designated locations where students wait for buses and other Board provided transportation ("bus stops"); (2) during any school-sponsored or school-sanctioned activity; (3) through the transmission of information from a Southland computer or computer network, or other Southland equipment; (4) when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities; (5) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with the indicated intent to carry out such threats during any school-related or school-sponsored program or activity or on Board provided transportation; and (6) when such misconduct occurs off campus but seriously disrupts Southland's operation.

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult of the incident as soon as practicable. Any parent/guardian who witnesses or is notified of bullying has an obligation to

notify Southland's Director of the matter, as soon as possible. Southland's Chief Executive Officer shall ensure that Southland responds to incidents of bullying in a manner tailored to the individual incident, which includes consideration of the nature of the behavior at issue, as well as involved students' history of inappropriate behaviors. Appropriate consequences for students are outlined in Southland's Uniform Discipline Policy. Students, who are identified by Southland's Administration or a designated behavior committee as having demonstrated behaviors that put these students at risk for engaging in bullying or other aggressive behaviors, shall be referred to Southland's Chief Executive Officer or Designee, who shall promptly notify the student's parent/guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available early intervention procedures as are deemed reasonably appropriate, based upon available community-based and Southland resources. Southland's Anti-Bullying Policy is included in this Handbook as Appendix G.

# REPEATED SCHOOL VIOLATIONS

A student who, despite prior discipline for misbehavior, persistently violates school rules may be deemed a chronic disciplinary problem. A student identified as a chronic disciplinary problem will incur disciplinary consequences deemed to be appropriate on a case-by-case basis.

#### ASSEMBLY CONDUCT

When students begin their high school years, they are expected to participate in many events, which could become lifetime memories. These memories could include pep assemblies, special speakers and presentations that could make a positive impact on students' lives. Assemblies are presented for a purpose, whether the assemblies present motivational speakers or are pep assemblies in honor of our athletes. The administration wants these assemblies to provide enjoyment and improvement opportunities for the student body. These purposes can only be achieved if order is maintained. These assemblies have been given to students as a **privilege**, *not as a right*.

In order to continue to have these privileges, the student body must practice proper behavior. The following guidelines of acceptable behavior need to be observed by the student body during all school assemblies.

- 1. All school rules as stated in the Student Handbook must be followed.
- 2. The student body should show support during the introduction of players, coaches and during the presentations of speakers.
- 3. The student body should display and encourage other students to display only sportsmanlike conduct. Sportsmanlike conduct includes cheering, not booing, for all participants; positive comments, not negative comments or profanity are required.
- 4. The student body should show respect to the performers and treat them with the respect they would treat a guest in their own home.
- 5. The student body should show respect for the safety of all in attendance. They will refrain from throwing objects such as pennies, or any other damaging articles. Jumping and "stomp dancing" on furniture is not only damaging to school property but also harmful to the safety of other students. Thus the student body will refrain from such demonstrations.
- 6. The student body will demonstrate support through applause at the end of the performances of all participants.
- 7. The student body will demonstrate proper hall behavior as they proceed to and from the assembly. Proper hall behavior is that which is outlined in the Student Handbook, demanded by a concern for the safety of others and motivated by a respect for the rights of others as persons.

#### STANDARDS OF DRESS

All students are expected to be dressed in the required Southland Uniform daily, **including birthdays**. All clothing items must be in accordance with the *Southland Student Uniform Assignment* and is **mandatory**. Uniform infractions will result in detention and/or further disciplinary action.

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
Navy Blue or White Southland collared shirt or polo; Navy Blue Southland cardigan sweater; Khaki or navy blue pants or skirt	Burgundy or White Southland collared shirt or polo; Burgundy Southland cardigan sweater; Khaki or navy blue pants or skirt	Navy Blue Southland Jacket; Tie; White or Navy Blue Southland collared shirt, or white dress shirt; Khaki or navy blue pants or skirt  Note: The tie is mandatory for male students, optional for female students.	Burgundy Southland Jacket; Tie; White Southland collared shirt or white dress shirt; Khaki or navy blue pants or skirt  Note: The tie is mandatory for male students, optional for female students.

#### **Pants**

- Flat front style pants appropriately fastened at the waist or pleated skirt
- All bottoms must be khaki (tan) or navy blue
- A Black, Brown or Blue belt is **required for male students** and is optional for female students

# Skirts/Stockings

- Skirts may be worn instead of pants.
- Skirt length must be at least fingertip length in the front and back of the student.
- Stockings, if worn must be nude, navy blue, white or black with no rips, tares or holes.
- Fishnet stockings or any other "designer" stockings are not allowed.
- Knee high socks must be nude, navy blue, white or black with no rips, tares or holes.
- Thigh high stockings or socks are prohibited.

#### Footwear

- Black, Brown, Tan or Navy Blue solid color (no cloth shoes or shoes with white soles)
- ALL BLACK GYM SHOES are now an option. However, they must be ALL BLACK with no other color visible on the gym shoes.
- All shoes must be closed toe.
- Crocs and Boots (including Uggs or fashion boots) may not be worn during the school day.
- Gym shoes may only be worn **during P.E.**

# Jewelry and Accessories

- Simple jewelry
- Southland long tie or bow tie (optional for Freshman and Sophomores)

#### Unacceptable uniform options

- Cargo pants (pants with pockets on the legs); black pants
- Pants that are cut or torn (including bottom of pant leg)
- Pants with elastic at bottom/ankle
- Capri pants or pants rolled above the ankle
- Plain collared shirt/polo that does not have the official Southland logo
- Jeans
- Jackets and non-Southland logoed sweaters
- Crocs, shoes with white soles
- · Scarfs or bandanas worn around the neck or head
- Southland Sweaters without collared shirts are not allowed
- Collegiate sweatshirts
- Contraband symbols **ARE NOT** allowed on any garment worn as part of the Southland uniform.

Uniform shirts must be purchased from SchoolBelles (708-929-4696 or www.schoolbelles.com). Limited sizes and colors may also be available from the school office. Uniform pants and skirts can be ordered from SchoolBelles or purchased from local stores. Uniform cardigan sweaters must be purchased from Southland College Prep. Contact the school office or consult the Southland website (<a href="www.scphs.org">www.scphs.org</a>) for additional details.

#### DRESS GUIDELINES FOR PROM

The prom is the last dance for seniors and is the culmination of four years of high school. The prom should be looked upon as a showcase of elegance, sophistication and good taste. Keeping this in mind, the following are the prom attire guidelines for all students and their guests.

#### **YOUNG LADIES:**

- Dresses must be formal, after-five evening gowns.
- Dresses must not have cut outs or cut outs with sheer mesh coverings.
- The back of dresses must be at least 3 (three) inches above the waist.
- Splits on dresses cannot be higher than 3 (three) inches above the knee.
- Gang paraphernalia is prohibited.
- Formal shoes must be worn (no gym shoes).
- The midriff must be covered.
- Fabric must be opaque, not transparent or see-through.
- Entire cleavage area must be covered.
- Form-fitting jumpsuits, cat suits, or body suits are not allowed.
- Inappropriate attire covered by shawls, jackets, wraps, or any other coverings will still not meet these guidelines.
- Safety pins will not be allowed to correct inappropriate attire.
- Head scarves are not allowed.

#### YOUNG MEN:

- Suits must be after-five tuxedos or formal suits.
- Gang paraphernalia is prohibited.
- Formal shoes must be worn (no gym shoes).
- Head scarves are not allowed.
- Hats must be removed upon entrance to the prom.

Students who are unsure if their attire is acceptable should bring their outfits to the prom sponsor or school administration for approval.

#### PLEASE BE AWARE OF THE FOLLOWING:

- Students and/or their guests whose attire does not comply with the above guidelines will not be admitted to the prom.
- Students not admitted due to inappropriate attire will not receive a refund.
- Those students or guests who alter their attire after being admitted to prom will be escorted from the event and not allowed to return; they will not receive a refund.
- Students who do not adhere to the dress policy will not be allowed to have professional pictures taken by the photographer.

# DRESS GUIDELINES FOR SEMI-FORMAL DANCES, FOR EXAMPLE: HARVEST DANCE

Student attire must be consistent with good health and safety standards. Appropriate attire for the dance includes:

- Dress slacks and dress shirt
- Dress coats with slacks
- Suits
- Dresses
- Dress pant suits
- Attire must reflect propriety; a decent coverage of the body is expected.

- All skirts and dress slits must not be above mid-thigh (anything above finger-tips or fully extended arms is too short).
- Attire may not have cut-outs that reveal skin. Attire may not have cut-outs covered with sheer fabric that reveal skin.
- Midriff (stomach area) must be covered with fabric. Sheer fabric is not acceptable coverage of the midriff area.
- Attire must cover sides, back and breast areas. Backs of dresses should not go below the mid-back area.
- Obscene language or any reference to drugs, alcohol, gang affiliation, or the mistreatment of a minority, religious or racial group will not be allowed.
- Denim, including black denim, of any kind will not be allowed. Denim jeans, jean dresses, skirts, and jumpsuits are prohibited.
- T-shirts, baby-tees, shorts or gym shoes will not be allowed.
- Jogging suits- INCLUDING VELOUR SUITS- warm-up suits, sweats, or any type of athletic apparel will not be allowed.
- Jersey dresses, jerseys, baseball caps will not be allowed.
- Jumpsuits, cat suits, or overalls will not be allowed.

It is expected that everyone show good judgment in determining tasteful and appropriate dress. All students attending the dance are required to abide by the guidelines. Students should see the dance sponsor or school administration if they are not sure their attire is appropriate.

#### DRESS GUIDELINES FOR GRADUATION

- Dress slacks and dress shirt
- Dress coats with slacks
- Suits
- Dresses
- Dress pant suits
- Denim, including black denim, of any kind will not be allowed; denim jeans, jean dresses, skirts, and jumpsuits are prohibited.
- If graduates are considering a suit, a suit jacket under the robe is not necessary and, in fact, may be too hot.
- T-shirts, baby-tees, shorts or gym shoes will not be allowed.
- Jogging suits- INCLUDING VELOUR SUITS- warm-up suits, sweats, or any type of athletic apparel will not be allowed.
- Jersey dresses, jerseys, baseball caps will not be allowed.
- Jumpsuits, cat suits, or overalls will not be allowed.
- Corsages or jewelry are not to be worn on the gowns.
- Graduation caps may not be decorated.

## ATTENDANCE AND TRUANCY POLICY

# ATTENDANCE EXPECTATIONS

Southland's Attendance and Truancy Policy is included as . All students are expected to attend classes regularly and promptly. Absence from school is the greatest single cause of poor achievement. Research has shown that there is a strong and direct correlation between high academic performance and regular school attendance. Every student must be ready to begin the day's activities on time. When a student enters the room late, for any reason, there is loss of instructional time for every student. The basic responsibility for the regular attendance of the student lies with the student and parent. Parents/guardians are encouraged to make every effort to promote daily attendance. If an absence occurs, it will be classified as either excused or unexcused. Absences must be cleared within 48 hours or they become unexcused. Excessive absences or tardiness will be monitored and may result in disciplinary action.

#### REPORTING ABSENCES

When a student is absent from school for any reason, it is the responsibility of the parents/guardians to call the school at 708-748-8105 between the hours of 7:00 a.m. and 8:30 a.m. Messages may be left on the school's voicemail. Parents/guardians must call in each day a student is absent. If no call is received, the student is unexcused. A note signed by the parent/guardian stating the reason for the absence/tardy must be submitted on the day the student returns to school. A note from a physician is required for reentry to school after consecutive absences for illness in excess of three days.

#### **EXCUSED ABSENCES**

Nothing replaces classroom instruction. With this in mind, the State of Illinois requires a number of contact hours to award course credit. Excused absences will be allowed pursuant to the provisions of Southland's Attendance and Truancy Policy and the Illinois School Code, 105 ILCS 5/26-2a. Please consult Southland's Attendance and Truancy Policy for a listing of reasons for an excused absence.

Southland's administration will require verification that each absence meets the guidelines to be excused. School administration will use discretion in determining the validity of special cases.

# AUTHORIZATION TO LEAVE SCHOOL

Students may not leave the campus during the school day without authorization. Failure to procure such authorization will be considered an unexcused absence. Also, students leaving or returning to the campus will be considered insubordinate with the imposition of consequences as deemed appropriate by Southland's administration.

#### EARLY DISMISSALS

We urge parents/guardians not to request that a student be excused from school for a portion of the day unless an emergency exists. If a student is dismissed during the school day, the parent/guardian must meet the student at the school office and sign a release. **Students will not be called out of class until the parent/guardian arrives in the office.** Southland's daily student dismissal time is 3:30 p.m. Students may be released for early dismissal up to 3:15 p.m. In order for staff to prepare for the 3:30 p.m. dismissal, early dismissals will not be permitted after 3:15 p.m. On testing days when students are dismissed from school early, students will not be released for early dismissal, except in the case of extreme emergency. Additionally, in order to maintain the integrity of the testing environment, no individual student will be released for early dismissal until their entire classroom has completed testing and all test materials have been secured in the Main Office.

#### LEAVING SCHOOL DUE TO ILLNESS/INJURY

A student who needs to go home because of illness or an injury must sign out with the school office. A call will be made to the parent/guardian to ask that the student be picked up. The parent/guardian is expected to meet the student in the office where he/she will sign the student out of school.

#### MEDICAL APPOINTMENTS/COURT APPEARANCES

Whenever possible, appointments should be scheduled after school hours or on weekends. When this is not possible, students who have medical, dental, or other necessary appointments prior to the end of the regular school day should bring a note from a parent/guardian to the school notifying the school that the student needs to be dismissed early. Southland reserves the right to verify all appointments by phone.

Students leaving school early for such appointments must sign out at the Main Office prior to leaving the building. If a student arrives after the school day has begun, he/she must sign in at the Main Office. This procedure ensures that partial day absences will be correctly excused.

Parents coming to sign a student out for an early dismissal must provide identification.

# **RELIGIOUS HOLIDAYS**

Religious observances shall be a valid reason for absence from school. Students shall not be academically or behaviorally penalized for such absences. Parents/guardians must make the request for an excused absence for religious reasons prior to the absence. When pre-approved, the absence will not count against perfect attendance.

# SCHOOL-SPONSORED ACTIVITIES

Students who are to be excused for one or more classes to participate in an activity (field trip, assembly, etc.) must secure the permission of the teacher of the class and permission from the parents **24 hours prior to the event. Students will be given a permission slip for the parents and teachers to sign.** A teacher may refuse to allow a student to be absent from a particular class. This would usually be the case when a student is not doing well in a particular class. If the student does not receive the teacher's written permission prior to missing the class, the absence will be considered a "cut" and processed as such. Students must present written parental permission to participate in a field trip.

#### MAKE-UP WORK

All students are given an opportunity to make up work that they missed due to an absence regardless if the absence was excused or unexcused. The following guidelines will be in effect:

- Students with excused absences will receive full credit for make-up work.
- Student shall receive full academic credit for make-up work submitted following an out-of-school suspension.
- Regardless of reason for absence, the student has a minimum of two school days to make arrangements for make-up work.

#### **EXCESSIVE ABSENCES**

Students are allowed 10 excused and/or unexcused absences per semester. Any student with seven or more absences:

- 1. May receive a referral to meet with a member of Southland's administration
- 2. The parent will be notified by letter, phone and/or conference
- 3. The student will be placed on an attendance contract
- 4. Being placed on Social Probation which temporarily disallows the student from attending school functions including, but not limited to dances, sporting events and after-school activities

#### UNEXCUSED ABSENCES/TRUANCY

An unexcused absence also known as a "cut" is defined as:

- 1. an absence that does not meet the guidelines of an excused absence
- 2. an absence that cannot be cleared by Southland's administration within 48 hours
- 3. a total or partial absence from class without written permission from classroom teacher

If a student intentionally cuts an individual class during a school day, the teacher reserves the right to issue an appropriate academic penalty.

#### **Unexcused Class Absence Procedures**

1st absence

- parent/guardian notification
- phone conference between parent and classroom teacher
- detention issued by Administration

- **2nd absence** parent/guardian notification
  - phone conference between parent and Administrator
  - one day in school suspension (ISS)

# 3rd and subsequent absences

- parent/guardian notification
- progressive disciplinary consequences potentially including out-of-school suspension, as deemed appropriate by Southland administration.

# **TARDY POLICY**

A student is tardy when the student arrives to class after the bell has rung to begin the period. Students will not be excused for arriving late to school unless the absence meets the excused absence criteria (refer to ATTENDANCE AND TRUANCY POLICY on page 82). Any student who arrives tardy to school should report to the MAIN OFFICE where it can be confirmed that the tardy was excused through a parent phone call. Reasons such as car problems, oversleeping, and personal reasons are unexcused tardies. A student who arrives late to school will receive a tardy pass from the Main Office. All students will be marked tardy in the classroom teacher's official attendance record.

Teacher informs student of the tardy, calls parents, and gives verbal 1st Tardy

warning.

2nd and Subsequent Tardies Teacher informs student of tardy, calls parents, and Administration issues

a Saturday detention.

Students who are tardy to a class and do not have a pass from a staff member will be referred to the Administration for being in an unauthorized area and issued a detention.

## STUDENT SAFETY AND USE POLICY FOR INTERNET AND TECHNOLOGY

Southland may provide its students with school issued technology resources such as laptop computers, Chromebooks, iPads, email, Internet access and other resources.

The technology provided by Southland is to be used solely for educational purposes, and must be used in a safe, ethical, responsible, and legal manner at all times. Use of the school technology is a privilege, not a right, which is provided to help students meet their educational objectives and to achieve their full academic potential. Students are not allowed to bring any personal computer into school and connect it up to the school network.

Written permission from parents/guardians is required for students to use school technology resources. In addition, students and their parents/guardians must acknowledge receipt of the Southland Student Safety and Use Policy for Internet and Technology and agree to the terms of the policy. A copy of the Technology Use and Internet Safety Agreement to be signed by students and their parents/guardians is included in this Student and Parent Handbook. The signed agreements shall remain in full force and effect until such time as access privileges are revoked or students are no longer enrolled in school at Southland.

The purpose of the Student Safety and Use Policy for Internet and Technology is to (a) establish procedures and standards for the acceptable use of Southland's technology resources, (b) avoid unauthorized and unlawful use of such resources and (c) comply with state and federal laws and regulations, including the Children's Internet Protection Act ("CIPA") and Protecting Children in the 21st Century Act. Southland is committed to educating its students about Internet safety, including but not limited to, appropriate behavior while online, on social networking websites and in chat rooms. Student education will include ethical online and technology use conduct, as well as cyberbullying awareness and appropriate responses and reporting.

The policy applies to situations wherein (a) school technology resources are used either on Southland property or off-site and (b) personal student technology devices are used for school or educational purposes on or off Southland property.

Southland reserves the right to suspend or revoke student or personnel access to technology resources if Southland determines that doing so is necessary or appropriate to protect its students, personnel or property.

Parents/guardians should be aware that it is a crime in Illinois to harass another person via electronic communications, including through the use of a cell phone, voicemail, texts, instant messaging and any other type of computer communication. The crime of harassment prohibits any knowing and willful course of conduct directed at another person, which "alarms, torments, or terrorizes" that person, as well as threats to harm that person physically. In the past, parents/guardians have reported student conduct believed to constitute criminal misconduct to local law enforcement authorities, which requires resolution by the police and/or the criminal courts, and is beyond the scope of student discipline under the control of Southland. In order to avoid such involvement with the criminal authorities and the related need to retain criminal attorneys in connection with such matters, parents/guardians are encouraged to discuss with their children the appropriate uses of technology resources and to monitor their children's use of technology.

# **Unacceptable Use**

The use of Southland's technology by students for any purposes that do not promote the classroom teaching and learning objectives of Southland is expressly prohibited, including but not limited to, the following:

- a. Using for activities that violate any state or federal law, municipal ordinance or Southland policy such as selling drugs or purchasing alcohol or tobacco.
- b. Intentionally accessing without authorization, uploading, downloading, viewing, storing or distributing any sexually explicit, profane or obscene material, or material that advocates illegal or violent acts.
- c. Using copyrighted materials (e.g., commercial software, music, sound files, movies, images) without permission of the copyright holder unless the duplication and distribution of the materials is for educational purposes.
- d. Using software in violation of license terms and conditions.

- e. Threatening, harassing, making defamatory or false statements about others (this includes cyberbullying, hate mail or literature and, discriminatory jokes and remarks).
- f. Using language that is generally deemed offensive to persons based on race, ethnic heritage, national origin, sex, sexual orientation, age, physical or mental illness or disability, marital status, religion or other characteristics that may be protected by civil rights laws.
- g. Uploading, posting, e-mailing, transmitting, or otherwise making available any content that could interfere with the educational process or is unlawful, dangerous, or may cause a security risk.
- h. Hacking, cracking, vandalizing, introducing viruses, worms, Trojan Horses, time bombs as well as unpermitted changes to hardware, software and monitoring tools.
- i. Using authorized access to Southland's network or computer resources to falsify, misreport, misrepresent, make unauthorized changes or deletions or otherwise tamper with Southland data; entering, changing, moving or copying data without authorization.
- j. Disclosing confidential, privileged or proprietary information.
- k. Attempting to log into the network through another person's log-in account, access codes or identification.
- 1. Revealing personal information about themselves or about other persons, including logins, passwords, addresses, and telephone numbers, or revealing, publicizing, transmitting, using, or reproducing confidential or proprietary Southland information (e.g., financial information, staff or student data or records, access codes and passwords, etc.) without authorization or appropriate safeguards.
- m. Participating in online games, social networking sites or in chat rooms.
- n. Selling or buying anything over the Internet for personal use or for personal financial gain or to make a profit (i.e., running an eBay business through the School Network).
- o. Promoting or participating in (1) wagering, gambling, junk mail, chain letters, jokes, raffles, anonymous email sites; (2) religious activities; or (3) political lobbying.
- p. Impersonating any person living or dead as well as any organization, business, or other entity while using school technology resources.

# **Internet Safety**

Southland has implemented a CIPA compliant Web Filter on all of its school issued technology devices as well as all computers, iPads, Chromebooks, Macs, etc., with Internet access to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors, whether on school property or off. Notwithstanding the protective measures taken by Southland to shield students from harmful material, no software is foolproof and there is still a risk students may be exposed to inappropriate material. Southland reserves the right to implement a different filtering solution if Southland determines that doing so is in its best interest.

Southland shall (1) monitor student online activities and access, search, read, inspect, review, copy, store, remove or delete student electronic communications or files to address violations of the policy and (2) disclose, copy or transmit student documents, data and information as Southland deems necessary or appropriate, in its sole discretion, or as required to enforce the requirements of the policy or comply with court orders, subpoenas and interrogatories. Without prior notice or consent, Southland shall have the right to intercept email messages and similar communications such as Internet mail and other messaging services, for such business, legal or security purposes as Southland, in its sole discretion, deems necessary or appropriate.

#### **Security and Policy Violations**

Students shall have no expectation of privacy when using school technology and are advised that, without prior notice or consent, Southland may (1) access and make changes to the school technology to address security threats or policy violations; (2) deny or terminate student access to technology to address security concerns or policy violations; (3) discipline students for policy violations in accordance with the Uniform Student Disciplinary Code; (4) access, search, read, inspect, copy, monitor, log or otherwise use data and information stored, transmitted and processed using school technology resources; and (5) report any illegal activities to appropriate law enforcement authorities.

# ACADEMIC REQUIREMENTS AND RELATED TOPICS

#### **GRADUATION**

Participation in Southland's graduation exercises is a privilege that must be earned through academic achievement and adherence to school rules. Repeated and/or severe violation of expectations regarding student conduct may result in exclusion from participation in/attendance at the graduation exercises. Students who complete academic requirements for graduation at educational facilities other than Southland shall participate in graduation exercises available at the educational institution where such educational requirements are completed. Final transcripts will not be sent to any educational institution until all financial encumbrances are cleared by the Business Office.

# **CREDITS FOR GRADUATION**

Southland College Prep students need 30 credits to graduate. This includes 26 academic credits and 3.5 credits in Physical Education and 0.5 in Health. Students are also required to complete 90 hours of community service. Students are also expected to carry a full load of 8 classes.

# COURSE REQUIREMENTS FOR GRADUATION

1.	English	4 units of credit
2.	Mathematics	4 units of credit
3.	Science	4 units of credit
4.	Social Studies	4 units of credit
5.	Technology	4 units of credit
6.	Fine Arts	3 units of credit
7.	Foreign Language	3 units of credit

8. Physical Education 4 units of credit (including Health and/or Driver Ed)

# SAT GRADUATION REQUIREMENT

Per the Illinois State Board of Education (ISBE), "Current grade 12 students without a valid grade 11 or 12 score or qualifying exemption from any previous ISBE-provided administration will be rostered to take SAT with Essay in spring 2024."

## ILLINOIS AND U.S. CONSTITUTION

In order to graduate every student must pass Civics in accordance with the Illinois School Code.

# CLASS STANDING OR CLASSIFICATION OF STUDENTS

Class standing, classification and promotion depend on the acquisition of the requisite number of credits and year in school. These credits need to include credit in all the core academic subjects. A student's class standing and classification will be determined by the following:

Sophomores	7 units of credit
Juniors	15 units of credit
Seniors	23 units of credit

If students do not meet all criteria, they will remain at their current grade level and classification. Students who have not earned enough credits to be classified as a junior will not be eligible to wear the blazer that is typically part of the junior uniform. Once the student has earned 15 credits, the student will be expected to wear the blazer as part of their complete uniform. They will need to meet with a counselor to identify appropriate supportive services and develop a plan to address the credit deficit. Individualized program planning by the counselor to facilitate promotion includes, but is not limited to additional course work by attending summer school classes and/ or courses taken at other accredited institutions.

#### FINAL ASSESSMENT

All students take final assessments according to the final assessment schedule.

#### **GRADING**

1. Grading is on a semester basis. Grades will represent a variety of activities performed by the student. Grades may be determined by such activities as daily work, compositions, projects, homework, reports, oral presentations, quizzes or tests.

- 2. Each quarter grade counts two-fifths and the final exam one-fifth of the semester grade. Failure to fulfill course objectives and requirements, however, will result in failure for the semester. A passing grade for one quarter even if it is an "A" does not guarantee a passing semester grade.
- 3. No grade shall be reviewed after a lapse of one year or more.

## **GRADING CODES**

A-Excellent

**B-Good** 

C-Average

**D-Passing** 

F-Failing

I-Incomplete

**MEX-Medical Exclusion** 

#### **INCOMPLETES**

A student who is absent because of a documented, long-term illness, or extraordinary reasons in accordance with the number of documented days absent may be given a grade of incomplete. This grade indicates that the student did not make up all the required work. If the work is not submitted within the required time limit, a grade of "F" or failure will be recorded. Any extenuating circumstances must be cleared through the Southland Chief Executive Officer.

# GRADE WEIGHTING AND CLASS RANK

The grade weighting system for Honors and Advanced Placement courses recognizes the differences in achievement and effort and encourages students to take courses that challenge them to their highest potential. Students taking AP courses are expected to take the end of course AP exam to receive the AP grade weighting. In addition, students must earn a "C" or better in Honors and AP courses to receive the honors or AP grade weighting. These values will be used to calculate a weighted grade average. Rank in class will be determined from the rank-order of these averages with the highest average ranking first in the class. Grades earned in the three levels shall receive the following weights.

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>F</u>
Regular	4	3	2	1	0
Honors	5	4	3	1	0
AP	6	5	4	1	0

## **DEFINITION OF LEVELS**

#### Advanced Placement (AP)

Advanced Placement courses are college-level courses that a student can take in high school. Typically, the school offers these courses to students who are in their honors program or who have completed all the high school courses available in the subject. The course descriptions, curriculum material, and tests provided by the College Entrance Examination Board to high schools, give students the opportunity to complete college-level studies. The courses are more rigorous than high school courses since they are, in fact, college courses and students can receive college credit for taking the courses, although not all colleges grant students college credit for the courses. **Students may be scheduled for a maximum of three AP courses.** At Southland, it is our expectation that all students enrolled in advanced placement courses, sit for the national College Board Exam in the subject they are enrolled in.

# **Honors**

An Honors course is a distinction applied to certain classes that are taught at a higher, more challenging level than traditional high school courses. The same requirements of a regular course are covered but the subject matter is reviewed in greater depth.

The following criteria should be met for both AP and Honors:

- a. Entry level skills have been mastered before a student enters the course.
- b. Required work is above grade level.
- c. Work in the course is in-depth and accelerated.
- d. Much of the content is abstract in nature.
- e. Research is required.
- f. The amount of work required outside of class is much greater than in regular classes.
- g. Grading standards are higher than regular classes.
- h. A grade of C or higher is required to stay in an honors or AP level class.

# Regular

All classes not categorized as honors or AP are considered regular classes. The majority of classes are placed in this category.

# **Level Changes**

On occasion, students may need to change the level of the class in which they are enrolled. Level change requests will only be honored in the first four weeks of the semester. In order to change class levels, students must:

- Initiate a level change discussion with their teacher.
- Request that their teacher complete the level change form if the teacher is in agreement with the level change.
- Teacher contacts parents/guardians for approval and then forwards the request to the school counselor for final approval.

Students must remain in class until the level change is approved by the academic adviser and the schedule changed by the programmer.

#### **GRADING SYSTEM**

Letter Grade		<b>Grading Scale</b>	
A	Superior Work	93-100	
В	Above average work	87–92	
C	Average work	78–86	
D	Below average work	70–77	
F	Failure	69 and below	

#### HONOR ROLL

To be eligible for CEO or High Honor Roll status, a student must not have any grade that is a C or below in any subject. To be eligible for CEO or High Honor Roll status, a student must not have any grade that is a C or below in any subject. Honor Roll status is calculated for each marking period (quarter).

CEO Straight A Scholar	
CEO Scholar	4.0 and above
High Honors	3.5–3.99
Honors	3.0-3.49

# **EXCEPTIONS TO THE PHYSICAL EDUCATION REQUIREMENT**

## **Regular Exceptions**

- 1. Students may take one quarter of driver education in place of physical education.
- 2. Students will take one semester of health in place of physical education.

#### **Medical Exceptions**

If a student is unable to participate in physical education he/she must provide a written note from a physician exempting the student from physical activities.

#### **PROGRESS REPORTS**

Student grades are posted in real time using the Southland PowerSchool platform, accessible from the school website. This provides an opportunity to monitor student progress.

Parent Teacher Conferences are held in the fall and spring of every school year as an opportunity for parent notification of student performance.

#### COURSES TAKEN OUTSIDE SOUTHLAND

Students may only use courses taken outside of Southland College Prep for credit towards graduation requirements to fulfill a deficit in any curricular subject area. The external credit must be earned from an accredited high school or institution. No online or remedial courses will be approved.

#### NATIONAL HONOR SOCIETY

Students must qualify for the National Honor Society according to scholarship requirements of a cumulative "3.5" average or above. National Honor Society also requires that its members demonstrate service, leadership, and character.

#### 1. Service:

- a. Willingness to render service to school.
- b. Willingness to do committee or staff work.
- c. Willingness to assist visitors, teachers, and fellow students.
- d. Willingness to represent the school in various competitions or in interclass or inter-school competitions.

# 2. Leadership:

- a. Demonstrates leadership in classroom or homeroom.
- b. Successfully holds office and meets responsibilities.
- c. Demonstrates leadership in promoting school activities.
- d. Exerts the type of leadership which directly influences others for good.
- e. Shows qualities of initiative and dependability.

#### 3. Character:

- a. Meets responsibilities required by the school and teachers.
- b. Has high standards of reliability.
- c. Exemplifies high standards of personality, such as cheerfulness, neatness, poise, stability, etc.

# 4. Scholarship:

All students must qualify for selection in this area by having an average GPA of 3.5 or better (Juniors based on four semesters, Seniors based on six semesters).

# ATHLETICS/ACTIVITIES/CLUBS OPTIONS

## **PHILOSOPHY**

Southland College Preparatory Charter High School seeks to provide a broad range of athletic activities that will meet the needs of the student population, while providing skills and opportunities that will help the individuals maintain a lifelong healthy life style.

We believe that participation in athletics is a privilege. The athlete must earn this privilege through sacrifice, commitment, and discipline. During these athletic experiences, the athletes carry the responsibility of representing the school, team, student body, community, and the athletes themselves. Therefore exceptional conduct and sportsmanship are encouraged and expected.

#### **REQUIREMENTS**

Athletics at Southland are governed by the guidelines established by the Illinois High School Association. Therefore, to participate in athletic practices and competition, an athlete must:

- 1. Have a current physical exam on file (one taken no earlier than 60 days prior to the start of school).
- 2. Have a signed parent permission slip on file.
- 3. Have a signed student contract on file.

- 4. Have a completed student emergency card on file.
- 5. Have signed copies of all mandatory IHSA forms on file.

## **ATTENDANCE**

All team members will attend all practices and meetings. If circumstances arise whereby a student cannot attend a practice or meeting, the coach must be notified prior to the practice or meeting missed by personal contact by the athlete, or a phone call or written statement from parent or guardian of the athlete. All athletes are required to attend school on the day of competition or practice. Athletes who miss a day of school are not allowed to attend practice or competition unless a prior arrangement was made and approved by the athletic director.

# **IHSA ELIGIBILITY**

A student must pass at least seven academic classes the previous semester and the previous summer, in order to be eligible for the current semester. Students who do not pass seven classes cannot participate on a team until the next semester. In addition, a student must pass seven current classes every week. If the weekly check demonstrates that the student is not passing the required number of classes, the student is ineligible for the declared week.

#### **SPORT CHANGES**

It is recommended that all athletes participate in as many sports as they are capable. However, once an athlete begins the in-season training period for a team, he/she should continue to participate on that team until the season is over. An athlete cannot quit a team to join another team. Once an athlete quits a team, he/she is ineligible for another team that season, unless the athlete has the permission of both coaches and the athletic director.

#### PERSONAL HEALTH PRACTICES

Athletes will refrain from the use of tobacco, alcoholic beverages, and illegal drugs at all times. Verification of the use of alcoholic beverage and illegal drugs will result in immediate dismissal from the team and a forfeiture of all athletic awards for that sport during that season.

## **EQUIPMENT**

Athletes are responsible for the care of all athletic equipment issued to them. Athletes will be required to pay for all equipment damaged or not returned at the end of the season. Athletes will not be allowed to participate in another sport until all equipment from previous sports have been returned or paid for. School issued equipment is to be used only during interscholastic competition. It must not be used for physical education, while traveling to and from school, or for any non-school activity, without the permission of the athletic director.

#### **TRANSPORTATION**

Students will travel to competitions on school buses. Students will return to Southland on the buses provided or they may return home with their parents. Students and parents are responsible for their transportation from Southland to their homes.

# ATHLETICS/ACTIVITIES/CLUBS

Fall Season: Boys Cross-Country, Girls Cross-Country, Boys Golf, Girls Golf, Girls Volleyball, Girls Tennis

**Winter Season:** Boys Basketball, Boys Bowling, Girls Bowling, Cheerleading, Co-ed Intramural Basketball, Forensics/Speech

Spring Season: Group Interpretation, Boys Track, Girls Track

**Clubs:** 

Anime Club Interact Club Technology Club
Art Club Model United Nations Yearbook
Dungeons and Dragons Club Spring Drama Production Yoga Club

Game Club Student Council

# **STUDENTS**

# **Equal Opportunities**

Southland College Prep Charter High School ("Southland") does not discriminate on any unlawful basis in the provision of programs, activities, services, or benefits. Southland guarantees equal access to educational and extracurricular programs and activities for all students as required by the United States Constitution, the Illinois Constitution, and all applicable federal and state laws, including, without limitation, requirements that educational and extracurricular activities shall be provided without regard to color, race, nationality, religion, sex, ancestry, physical or mental disability, and/or status of being homeless. Further, Southland will not knowingly enter into agreements with any entity or any individual who discriminates against students on the basis of sex or any other protected status. Grievances may be filed regarding perceived discrimination in violation of this Policy pursuant to the procedures outlined below.

## **Sex Equity**

No student shall, based upon sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or be denied equal access to educational and extracurricular programs and activities. Any student or other individual may file a complaint asserting a perceived violation of this Policy pursuant to the procedures outlined below.

# **Complaint and Grievance Procedures**

A student, parent/guardian, employee, or community member should notify Southland's Chief Executive Officer if he or she believes that any Southland official, employee, or agent has violated his or her rights guaranteed by this Policy and the state or federal Constitutions and/or state or federal statutes, including Title IX, and other statutory provisions intended to ensure sex equity and to prohibit unlawful discrimination.

Southland's Chief Executive Officer will attempt to facilitate the resolution of such complaints without resorting to the grievance procedures outlined herein, and, if a complaint is filed, will address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. All deadlines under the procedures stated herein may be extended by Southland's Chief Executive Officer as she deems appropriate. As used in this Policy, "school business days" means days on which Southland's administrative offices are open.

# Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with Southland's Chief Executive Officer, who may request the Complainant to provide a written statement regarding the nature of the complaint and/or may require a meeting with a student's parent(s)/guardian(s) regarding such a complaint. Southland's Chief Executive Officer or her designee shall assist the Complainant as needed.

#### **Investigation**

Southland's Chief Executive Officer will oversee the investigation of such complaints and may appoint a qualified person to undertake the investigation on her behalf. Within thirty (30) school business days of the date the complaint was submitted to the Chief Executive Officer (or such longer period as the Chief Executive Officer determines to be necessary for a full investigation of a particular complaint), Southland's Chief Executive Officer or her designee shall prepare a written report of his or her findings, which shall be reviewed by the Chief Executive Officer, or if the complaint contains allegations of conduct violating this policy by the Chief Executive Officer, the written report shall be filed with Southland's Board of Directors, which will make a decision in accordance with

the following sections of this Policy. The Chief Executive Officer will inform Southland's Board of Directors of all complaints filed pursuant to this Policy.

# **Decision and Appeal**

Within five (5) school business days after receiving the written report discussed in the prior paragraph, Southland's Chief Executive Officer shall forward to the Complainant, via United States mail, her written decision regarding the complaint.

Within ten (10) school business days after receiving the Chief Executive Officer's decision, the Complainant may appeal the decision to Southland's Board of Directors by submitting to the Chief Executive Officer a written request for such an appeal, and the Chief Executive Officer shall promptly forward to the Board any such request for appeal. Within thirty (30) school business days, the Board shall affirm, reverse, or amend the Chief Executive Officer's decision or direct the Chief Executive Officer to gather additional information. Within five (5) school business days of the Board's decision, Southland's Chief Executive Officer shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before Southland's Chief Executive Officer or its Board of Directors. The failure to adhere strictly to the timelines in this grievance procedure shall not prejudice any party.

# **Appointing Nondiscrimination Coordinator**

Southland's Chief Executive Officer shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunities as required by this Policy. The Chief Executive Officer shall insert into this policy and keep current the name, address, and telephone number of the Nondiscrimination Coordinator.

#### **Nondiscrimination Coordinator:**

Yvonne Williams
Name
1601 Sauk Trail
Address
Richton Park, Illinois 60471
708)748-0100, extension 4122
Telephone

# **Administrative Implementation and Evaluation**

Southland's Chief Executive Officer shall use reasonable measures to inform employees, parents/guardians and students of this Policy and the grievance procedure discussed in this Policy.

Within one year of the adoption of this Policy, and at least every four years thereafter, Southland's Chief Executive Officer shall oversee an evaluation of District policies and procedures in order to: (1) ensure compliance with the requirements of this Policy; and (2) develop a written sex equity plan to modify any policy or practice that does not satisfy the requirements of this Policy, as well as to take remedial steps to eliminate the effects of any such policies or practices. The evaluation shall include an examination of course enrollment data to identify any instance of disproportionate enrollment on the basis of sex and a plan to redress such disproportionately which may have resulted from policies or practices that contravene the requirements of this Policy. Southland's Chief Executive Officer shall ensure that in-service training is provided to certificated and noncertificated Southland

employees as deemed necessary to ensure compliance with the requirements of this Policy. Southland's Chief Executive Officer shall ensure that Southland implements a system for the maintenance of records documenting compliance with the requirements of this Policy, such as reports of sex equity evaluations and plans, remediation efforts, and/or in-service training.

This Policy supersedes and replaces all prior versions of this Policy 3:04, as well as any other Southland policies and/or administrative procedures which are not consistent with the deadlines and other requirements outlined in this Policy.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.

20 U.S.C. §1681 et seq., 34 C.F.R. Part 106; Title IX of the Educational Amendments.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973. 775 ILCS 35/5, Religious Freedom Restoration Act.

Ill. Constitution, Art. I, §18.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

Adopted: 1/24/11 Revised: 8/3/15

# **STUDENTS**

## **Harassment of Students Prohibited**

#### **Bullying, Intimidation, and Harassment Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

# **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a Southland College Prep Charter High School employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- 1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- 2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

# Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to Southland's Chief Executive Officer or Director of Day-to-Day Operations. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to Southland's Chief Executive Officer or Director of Day-to-Day Operations for appropriate action.

Any Southland employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any Southland student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

# **BOARD OF DIRECTORS**

## **Uniform Grievance Procedure**

Any student, parent/guardian, employee, or community member has the right to report or file a complaint that the Board of Directors (the "Board") of Southland College Prep Charter School, Inc. ("Southland"), its employees, or its agents have violated the rights of any student, parent/guardian, employee, or community member guaranteed by the State or federal Constitution, State or federal statute, or Board policy, including any one of the following:

- 1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
- 2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 <u>et seq.</u>, excluding Title IX sexual harassment complaints addressed under policy 1:07, *Title IX Sexual Harassment Grievance Procedure*
- 3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
- 4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- 5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- 6. Sexual harassment prohibited by the Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 1:07, Title IX Sexual Harassment Grievance Procedure)
- 7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
- 8. Bullying, 105 ILCS 5/27-23.7
- 9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- 10. Curriculum, instructional materials, and/or programs
- 11. Victims' Economic Security and Safety Act, 820 ILCS 180/
- 12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
- 13. Provision of services to homeless students
- 14. Illinois Whistleblower Act, 740 ILCS 174/
- 15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
- 16. Employee Credit Privacy Act, 820 ILCS 70/

If the reporting party is different than the party alleged to have been the victim of the misconduct, the person who is the alleged victim of the misconduct (the "Complainant") will typically be the person entitled to the rights for the Complainant outlined in this policy, including the right to participate in the processes outlined in this policy. In the rare circumstances in which the reporting party has rights recognized by law or policy of Southland's Board, the reporting party also will be a "Complainant" under this policy and will have all related rights.

# Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a report or complaint under this policy will not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc., although temporary delays may be warranted in the discretion of Southland, particularly for concurrent law enforcement investigations. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy based on the same or similar operative facts as a complaint under this policy, Southland has the discretion to continue with a simultaneous investigation under this policy and will do so in all cases required by law.

#### Deadlines

If a report is made or a complaint is filed under this policy, a Nondiscrimination Coordinator, Complaint Manager, or designee will address the complaint promptly and equitably. All deadlines under this policy may be extended

as deemed appropriate by the administrator responsible for meeting the deadline under this policy. As used in this policy, school business days means days on which Southland's main office is open.

# Informal Resolution

The Nondiscrimination Coordinator or Complaint Manager has the discretion to attempt to resolve reports and complaints of misconduct covered by this policy informally without resorting to the grievance procedures in this policy. Parties to reports or complaints under this policy must voluntarily agree to engage in any informal resolution, may refuse any offer of informal resolution, and may withdraw from any informal resolution process at any time prior to an agreement being reached. Southland does not require Complainants to attempt to resolve allegations directly with individuals accused of misconduct (the "Respondent") or their representatives.

# Reports and Complaints

To request use of this grievance procedure, a person should make a report or file a complaint with a Southland Nondiscrimination Coordinator or Complaint Manager. No person is required to make a report or file a complaint with a particular Nondiscrimination Coordinator or Complaint Manager; individuals may request to speak to a Nondiscrimination Coordinator or Complaint Manager of the same gender. Any employee who receives a report or complaint of conduct covered by this policy must report the conduct to the Nondiscrimination Coordinator or Complaint Manager.

For reports, the Nondiscrimination Coordinator, Complaint Manager, or designee may request a written statement and/or completion of a written complaint form regarding the report. The Nondiscrimination Coordinator, Complaint Manager, or designee may require a meeting with the Complainant and/or their parent(s)/guardian(s) in relation to a report or complaint.

The following grievance process will be used to address complaints of misconduct covered by this policy unless another policy or document, including a collective bargaining agreement, prescribes a different complaint process for the conduct or concern at issue. In some cases, the Nondiscrimination Coordinator, Complaint Manager, or designee must consider other applicable policies when addressing complaints of misconduct covered by this policy

## **Intake Process**

If attempts at informal resolution are not successful or appropriate, the Nondiscrimination Coordinator, Complaint Manager, or designee will offer the Complainant an opportunity to file a complaint under this policy. The Nondiscrimination Coordinator, Complaint Manager, or designee will notify the Complainant of any limitations on confidentiality, including that if Southland has notice of prohibited conduct that creates a risk for students, employees or other members of the Southland community other than the Complainant, or if sharing the identity of the Complainant is necessary to complete an investigation into a complaint, Southland may not be able to respect a request to maintain the confidentiality of the Complainant. The complaint and identity of the Complainant and any witnesses will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint or implement interim measures, or (3) as authorized by the relevant person (Complainant or witness).

If a complaint is filed, the Nondiscrimination Coordinator, Complaint Manager, or designee will consider whether the conduct, if true, would be conduct covered by this policy. If so, the Nondiscrimination Coordinator, Complaint Manager, or designee will investigate the complaint or appoint another individual to investigate the matter.

If no complaint is filed, the Nondiscrimination Coordinator, Complaint Manager, or designee will consider whether to open an investigation even without the filing of a complaint. An investigation may be warranted if the reported conduct involves allegations against an employee, multiple allegations against the same alleged perpetrator, or creates a risk to the safety of the Southland community.

# **Investigation Process**

During an investigation, the Nondiscrimination Coordinator, Complaint Manager, or designee assigned to conduct the investigation (the "Investigator") will provide both parties an equal opportunity to present evidence. If a party

or witness is a student under 18 years of age, the Investigator has the discretion to include the student's parent(s)/guardian(s) during investigatory meetings involving the student. Nothing herein limits the right of school employees to hold investigatory meetings with students under the right of in loco parentis.

The Investigator will inform, at regular intervals, the parties about the status of the investigation.

Within 60 school business days after the date the complaint was filed, the Investigator will prepare a written document summarizing the investigation and the Investigator's recommendations. All decisions will be based upon the preponderance of evidence (more likely than not) standard.

For minor infractions, which are matters of a severity which, for example, (for students) typically would be handled by a student's teacher or Assistant Principal/Dean of Students or (for employees) an employee's direct supervisor, the investigator's summary can be informal (such as, for students, a suspension notice). The summary will be the final step in this General Grievance Process, subject only to review/appeal options available to students, employees, and third parties under generally applicable policies and procedures, handbooks, collective bargaining agreements, contracts, etc. for discipline imposed.

For more serious infractions, which are matters of a severity that (for both students and employees) typically are escalated to the building principal or a District administrator for resolution, the Investigator's summary should be in the form of an investigation report. If the investigation is completed by someone other than the Nondiscrimination Coordinator or Complaint Manager, the Investigator will submit the report to the Nondiscrimination Coordinator, Complaint Manager, or designee, who will review the report to confirm if the matter is a more serious infraction. If the Nondiscrimination Coordinator, Complaint Manager, or designee disagrees with the Investigator's assessment that the matter is a more serious infraction, the matter will be returned to the building level for processing as a minor infraction.

If the Nondiscrimination Coordinator, Complaint Manager, or designee agrees that the matter is a more serious infraction, the Nondiscrimination Coordinator or Complaint Manager will forward the Investigator's report to Southland's Chief Executive Officer for review. If the complaint contains allegations involving Southland's Chief Executive Officer or one or more Board members, the report will be forwarded to the President of the Board for Board review.

# **Decision and Appeal**

Within five school business days after receiving the Investigator's report for a more serious infraction, Southland's Chief Executive Officer (or the Board, if the complaint contains allegations involving the Chief Executive Officer or one or more Board members) will mail a written determination to the Complainant and the Respondent by first class U.S. mail, with a copy to the Nondiscrimination Coordinator or Complaint Manager. All decisions will be based on the preponderance of evidence (more likely than not) standard.

Within 10 school business days after receiving the Chief Executive Officer's (or Board's) decision, the Complainant or the Respondent may appeal the decision to the Board by making a written request to the Nondiscrimination Coordinator or Complaint Manager. Upon receipt of an appeal, the Nondiscrimination Coordinator, Complaint Manager, or designee will promptly forward materials relevant to the complaint to the Board.

Within 30 school business days after receipt of an appeal, the Board or a designee will affirm, reverse, or amend the Chief Executive Officer's (or Board's) decision or direct the Chief Executive Officer (or Board) to reopen the investigation process for gathering additional information. If the investigation is reopened, a new Investigator report, Chief Executive Officer's written determination, and opportunity to appeal will be provided. Within five school business days after the Board's appeal decision, the Board or a designee will mail its written appeal decision to the Complainant and the Respondent by first class U.S. mail, with a copy to the Investigator.

This policy will not be construed to create an independent right to a hearing before the Chief Executive Officer or Board. The failure to strictly follow the procedures or other timelines in this grievance procedure does not automatically prejudice a party or impact the outcome of the process.

# Appointing Nondiscrimination Coordinators and Complaint Managers

Southland's Chief Executive Officer will appoint a Nondiscrimination Coordinator to manage Southland's compliance with this policy. The Nondiscrimination Coordinator also serves as Southland's Title IX Coordinator. Southland's Chief Executive Officer will appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

Southland's Chief Executive Officer will insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

# Nondiscrimination Coordinator/Title IX Coordinator:

Yvonne Williams Name	
4601 Sauk Trail, Richton Park, Illinois 60471 Address	
ywilliams@sd162.org Email	
(708) 748-0100, ext. 4122 Telephone	
Complaint Managers:	
Craig Englert	Yvonne Williams
Name	Name
4601 Sauk Trail, Richton Park, Illinois 60471 Address	4601 Sauk Trail, Richton Park, Illinois 60471 Address
cenglert@sd162.org	ywilliams@sd162.org
Email	Email
(708)748-0100, ext. 4127	(708) 748-0100, ext. 4122
Telephone	Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.

Americans with Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.

Equal Pay Act of 2003, 820 ILCS 112/.

Employee Credit Privacy Act, 820 ILCS 70/.

23 Ill.Admin.Code §§1.240 and 200.40.

Adopted: October 19, 2020

# **BOARD OF DIRECTORS**

## **Title IX Sexual Harassment Grievance Procedure**

As required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), Southland College Prep Charter School, Inc. ("Southland") does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX concerning everyone in Southland's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

#### Title IX Sexual Harassment Prohibited

Sexual harassment as defined in the Title IX implementing regulations ("*Title IX Sexual Harassment*") is prohibited. Any person, including a Southland employee or agent, or student, engages in *Title IX Sexual Harassment* whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

- 1. A Southland employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Southland's educational program or activity; or
- 3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Examples of *Title IX Sexual Harassment* can include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

# Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute *Title IX Sexual Harassment*.

*Education program* or activity includes locations, events, or circumstances where Southland has substantial control over both the *Respondent* and the context in which alleged *Title IX Sexual Harassment* occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a Respondent and requesting that Southland investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute *Title IX Sexual Harassment.* 

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed.

# Title IX Sexual Harassment Prevention and Response

Southland's Title IX Coordinator, identified in Board policy, or designee will oversee Southland's efforts to prevent and respond to allegations of *Title IX Sexual Harassment*, which shall include the following, at minimum:

- 1. Southland's health education program will incorporate (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades 9 through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 9-12. This includes incorporating student social and emotional development into Southland's educational program as required by State law.
- 2. Southland will incorporate education and training for school staff as required by law or, at the discretion of Southland's Chief Executive Officer or Title IX Coordinator's discretion, recommended by the Chief Executive Officer, Title IX Coordinator, Nondiscrimination Coordinator, Director of Day-to-Day Operations, Dean of Students, or a Complaint Manager.
- 3. Southland will notify applicants for employment, students, parents/guardians, employees, and collective bargaining units of its nondiscrimination policy, contact information for the Title IX Coordinator, and training materials used to train its Title IX Coordinator(s), investigator(s), decisionmaker(s), and informal resolution facilitator(s) by, at a minimum, prominently displaying such information and materials on Southland's website, if any, and in any handbook made available to such persons.

# Making a Report or Inquiry

A person who wishes to make a report of *Title IX Sexual Harassment* is encouraged to do so to the Title IX Coordinator, Director of Day-to-Day Operations, or Dean of Students. A person who wishes to make a report may choose to report to a person of the same gender.

Southland employees must promptly forward any report of *Title IX Sexual Harassment* to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

Inquiries about Title IX, its implementing regulations, or any policy or procedure prohibiting *Title IX Sexual Harassment* may be directed to the Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights (OCR) at (312) 730-1560 or OCR.Chicago@ed.gov.

Southland's Chief Executive Officer shall insert into this procedure and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

#### **Title IX Coordinator:**

Yvonne Williams
Name
4601 Sauk Trail, Richton Park, Illinois 60471
Address
ywilliams@sd162.org
Email
(708) 748-0100, ext. 4122
Telephone

Any person may report sex discrimination under Title IX, including *Title IX Sexual Harassment* (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination under Title IX or *Title IX Sexual Harassment*), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

# Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive* 

measures, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall at a minimum review Board policies 1:06, *Uniform Grievance Procedure*; 2:05, *Workplace Harassment Prohibited*; 2:06, *Abused and Neglected Child Reporting*; 2:08, *Employee Ethics and Conduct*; 3:02, *Harassment of Students Prohibited*; 3:15, *Anti-Bullying Policy*; 3:18, *Teen Dating Violence Prohibited*; and 3:01, *Student Conduct and Potential Consequences, Including Suspension and/or Expulsion and Related Procedures*, to determine if the allegations in the report require further action under those policies.

Reports of alleged *Title IX Sexual Harassment* will be confidential to the greatest extent practicable, subject to Southland's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

# Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator, with oversight by Southland's Chief Executive Officer, shall implement this Title IX Grievance Process for all Formal Title IX Sexual Harassment Complaints, which process fully complies with the Title IX implementing regulations, at 34 C.F.R. §106.45.

The District's grievance process shall, at a minimum:

- 1. Require the Title IX Coordinator to investigate all *Formal Title IX Sexual Harassment Complaints* or to appoint a qualified person to undertake the investigation.
- 2. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for *Title IX Sexual Harassment*, and by following a grievance process that complies with the Title IX implementing regulations, at 34 C.F.R. §106.45, before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
- 3. Require an objective evaluation of all relevant evidence including both inculpatory and exculpatory evidence and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
- 4. Require that any individual designated by Southland as a Title IX Coordinator, investigator, decision-maker, or any person designated by Southland to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of *Title IX Sexual Harassment*, the scope of Southland's *education program* or *activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
- 5. Require that any individual designated by Southland as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- 6. Require that any individual designated by Southland as a decision-maker receives training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
- 7. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 8. Include reasonably prompt timeframes for conclusion of the grievance process.
- 9. Describe the range of possible disciplinary sanctions and remedies that Southland may implement following any determination of responsibility.
- 10. Base all decisions upon the preponderance of evidence standard.

- 11. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
- 12. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
- 13. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## Enforcement

Any Southland employee who is determined, at the conclusion of the grievance process, to have engaged in *Title IX Sexual Harassment* will be subject to disciplinary action up to and including discharge consistent with any applicable laws, policies, or agreements addressing procedures for implementing employee discipline. Any third party who is determined, at the conclusion of the grievance process, to have engaged in Title IX Sexual Harassment will be addressed in accordance with the authority of Southland's Board of Directors in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any Southland student who is determined, at the conclusion of the grievance process, to have engaged in *Title IX Sexual Harassment* will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with any applicable laws, policies, or procedures addressing procedures for implementing student discipline. Any person making a knowingly false accusation regarding *Title IX Sexual Harassment* will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of Southland or the parties to exercise any other rights under existing law.

# Retaliation Prohibited

Southland prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 1:06, Uniform Grievance Procedure.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

Adopted: October 19, 2020

# **STUDENTS**

# Student Conduct and Potential Consequences, Including Suspension and/or Expulsion, and Related Procedures

This policy becomes effective and replaces the current policy regarding Student Conduct and Potential Consequences on the first student attendance day of the 2020–2021 school year.

Recognizing that Suspensions and Expulsions represent the most serious school-imposed consequences which may result from student behavior, the Board of Directors (the "Board") of Southland College Prep Charter High School ("Southland") adopts this policy in order to ensure that Southland's procedures facilitate achievement of legitimate educational purposes which are the goal of student discipline, as well as complying with the requirements of applicable law. Consequences for student misconduct may include imposition of suspensions by the Board, Southland's Chief Executive Officer, or a School Administrator such as a Director or Dean, for a period not to exceed ten (10) days. An expulsion, which may be for a duration of up to two (2) calendar years, requires Board action and usually includes a ten-day out-of-school suspension, as well as possible in-school suspension until the next regular Board meeting following the hearing or a special meeting called for the purpose of determining whether an expulsion will occur. Student expulsions and suspensions shall be implemented in a manner consistent with the Federal Individuals with Disabilities Education Act and any other laws impacting students with disabilities. Student expulsions and suspensions shall include exclusion from school and all school activities, as well as a prohibition from being present on Southland property.

As mandated by the Illinois School Code, corporal punishment of students is absolutely prohibited, and consequences for student behavior must never include the intentional infliction of bodily harm. Student discipline must be pursuant to uniform standards implemented by Southland's administration, and inappropriately severe, potentially unsafe, demeaning or inequitable forms of discipline are also forbidden by the Board. While a student shall not be issued a monetary fine or fee as a disciplinary consequence for student conduct, this policy does not preclude requiring a student to provide restitution for lost, stolen, or damaged property.

If a student who has been disciplined via an out-of-school suspension and/or expulsion in another school district or school seeks to enroll at Southland, the out-of-school suspension and/or expulsion remains in effect so that no such student shall be enrolled at Southland during the period of such out-of-school suspension/expulsion. If a suspended/expelled Southland student seeks to transfer to another school, Southland is required by law to complete and send to the receiving school district the Illinois State Board of Education Form governing such transfers, which includes disclosure of whether a student is in "good standing" at the time of a transfer.

# **Grounds for Suspensions and/or Expulsion**

Decisions regarding suspensions and/or expulsions will be made on a case-by-case basis based upon consideration of the relevant facts. Students are subject to suspension or expulsion from school for disobedience or misconduct on school premises or while in attendance at school-sponsored activities and while riding the school bus. Rules and regulations will also remain in effect during the time that a student is traveling to and from school. Expulsions are allowed only when there is a case-by-case finding by the Board that the student's removal from school is in the best interests of the school and that a student's continuing presence in school would: (a) pose a threat to the safety of other students, staff or members of the school community; or (b) substantially disrupt, impede or interfere with the operation of the school.

The following list of behaviors is not intended to be all-inclusive, but rather outlines types of misconduct which will result in appropriate disciplinary action, potentially including suspension and/or expulsion:

- 1. Disruption of school, which involves conduct which threatens to disrupt, or which actually disrupts, the educational program or obstructs any lawful process or function of the school.
- 2. Theft, damage, or destruction of school or private property lawfully on school premises.
- 3. Disrespect to, and/or abuse of, school personnel.
- 4. Physical/verbal abuse of a student or other person (employed or not by Southland) or endangerment of physical health, safety, or well-being of students or other persons.
- 5. Slander, libel, obscenity, or profanity.
- 6. Possession or use of firearms, fireworks, explosives of any kind, knives, guns, brass knuckles, billy clubs, toy weapons or "look alikes," or any other object deemed by school personnel to be a dangerous weapon or that can be or is intended to be used as a weapon.
- 7. Possession, use, sale, transmission, or being under the influence of alcoholic beverages, illegal drugs of any sort including marijuana or look-alike drugs, or legal medication not prescribed to the student.
- 8. Possession or use of tobacco, tobacco products, inflammable materials such as lighters and matches, or any other smoking materials.
- 9. Chronic, repeated, and severe disobedience or misconduct.
- 10. Cheating in academic matters.
- 11. Gambling.
- 12. Violation of rules regarding school bus transportation. Violation of bus conduct rules may result in suspension of bus transportation privileges for varying periods of time depending on the seriousness of the misconduct.
- 13. Gross disobedience or misconduct perpetrated by electronic means, including:
  - a. through the transmission of information from a Southland computer, Southland's computer network, or other Southland equipment;
  - b. through the transmission of information from a computer that is accessed at a non-school related location, activity, function or program, or from the use of technology or an electronic device that is not owned, leased or used by Southland, if such use constitutes bullying that causes a substantial disruption to the operation of a school;
  - c. when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with the indicated intent to carry out such threats during any school-related or school-sponsored program or activity or on Southland-provided transportation; and
  - d. when such conduct occurs off-campus but seriously disrupts Southland's operation.
- 14. Engaging in conduct that constitutes "bullying" as discussed in Board Policy No. 3:15.

15. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel, provided: (a) the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made; and (b) the threat could be reasonably interpreted as threatening the safety and/or security of the threatened individual because of his/her duties of employment, employment status, or status as a student.

# Procedures Regarding Out-of-School Suspensions and/or Expulsions

- 1. Following student misconduct which may result in an out-of-school suspension and/or expulsion, a Southland administrator will explain the facts as understood regarding the student misconduct at issue and the student will be given the opportunity to respond regarding the alleged misconduct, including providing any facts deemed relevant regarding the alleged misconduct at issue and/or any facts which the student believes may be mitigating factors regarding the conduct at issue. A pre-suspension conference is not required, and the student can be immediately suspended, when the student's presence is deemed to pose a continuing danger to persons or property or an ongoing threat of disruption to the educational process.
- 2. Parents/guardians of students recommended for out-of-school suspensions or expulsions shall be notified as soon as practicable of the potential expulsion and/or out-of-school suspension. In the case of an expulsion recommendation, Southland's Chief Executive Officer or designee shall provide written notice to the parent/guardian via certified letter which shall include: the reasons for the recommendation, as well as the time, place, and purpose of the hearing regarding the matter. Prior to deliberation by the Board, an expulsion hearing will be held before a hearing officer appointed by the Board for this purpose. A notice of out-of-school suspension shall advise parents/guardians of their right to request the review of such out-of-school suspension decision.
- 3. Upon a parent's/guardian's request for review of an out-of-school suspension, a hearing shall be conducted before a hearing officer appointed by the Board. At such hearing, the parent/guardian of the student who was suspended, as well as Southland's administration, shall present evidence regarding facts relating to the out-of-school suspension. The hearing officer shall provide the Board with a summary of the evidence presented at the hearing and the Board shall take such action regarding the out-of-school suspension as the Board deems appropriate. If the Board upholds the out-of-school suspension, the Board shall provide a written decision detailing the specific act of gross disobedience or misconduct resulting in the suspension, as well as a rationale as to the specific duration of the out-of-school suspension.
- 4. Southland Chief Executive Officer shall ensure that appropriate procedures are in place to facilitate the reengagement of students in school following an out-of-school suspension or expulsion, as well as upon a student's return to Southland following enrollment in an alternative school setting.

# Hearing Procedures for Out-of-School Suspensions and Expulsions

- 1. Southland's Chief Executive Officer or designee will be responsible for arranging the time and place for any out-of-school suspension review or expulsion hearing and for notifying all interested parties.
- 2. Expulsion and out-of-school suspension review hearings will be presided over by a hearing officer appointed by the Board.
- 3. The following additional persons may be present at such hearings:
  - a. the student;
  - b. the student's parent/guardian;
  - c. attorneys representing the student, parent/guardian or Southland and such attorney representing a student or parent/guardian shall be retained at the parent's/guardian's expense;
  - d. Southland administrators; and
  - e. witnesses for either party.

- 4. Southland's Chief Executive Officer or designee will be responsible for preparation of a statement detailing the incidents leading to the out-of-school suspension or recommended expulsion. He/she will also outline other pertinent facts about the student, such as academic and attendance records, previous disciplinary matters, contacts with parents/guardians, and/or remedial measures undertaken to assist the student in the past.
- 5. All participants in the hearing will be permitted to make comments, to ask questions regarding the stated facts relating to the matter, and to cross-examine witnesses.
- 6. Unless the Board or its hearing officer rules otherwise, no more than five (5) witnesses may be called by either party. The Illinois Department of Human Services shall be invited to send representatives to such hearings whenever there is evidence that mental illness may be the cause of the potential expulsion or out-of-school suspension at issue.
- 7. The technical rules of evidence will not apply to any suspension review or expulsion hearing, and the conduct of the meeting is under the direction of the hearing officer.
- 8. The hearing officer will prepare a written summary of the evidence presented at the hearing. This written summary will be submitted to the Board of Education, which shall then make its decision at the next regular Board meeting following the hearing or at a special meeting called for this purpose.
- 9. The decision of the Board regarding any student expulsion or the review of an out-of-school suspension will be final.

# **Board Decisions Regarding Expulsions**

- 1. If the Board determines that a student expulsion is the appropriate consequence for student conduct, the Board's written expulsion decision shall:
  - a. detail the specific reason that the Board has determined that removing the student is in the best interest of the school;
  - b. provide the rationale as to the specific duration of the expulsion; and
  - c. document whether disciplinary interventions other than expulsion were attempted or whether it was determined that there were no other appropriate and available interventions.
- 2. The Board's expulsion decision must also include a finding that the student's continuing presence in school would:
  - a. pose a threat to the safety of other students, staff, or members of the school community; or
  - b. substantially disrupt, impede, or interfere with the operation of the school.

# **Board Decisions Following Requested Review of Out-of-School Suspensions**

Following review requested by a parent/guardian of an out-of-school suspension decision, the Board shall provide a written decision that:

- 1. details the specific act of gross disobedience or misconduct resulting in the decision to suspend; and
- 2. includes a rationale as to the specific duration of the suspension.

# Additional Requirements of Out-of-School Suspensions

1. All out-of-school suspension notifications provided to parents/guardians by Southland administrators shall state:

- a. the specific act of gross disobedience resulting in the decision to suspend;
- b. a rationale for the specific duration of the suspension.
- c. notice to parents/guardians of the suspended student that the parent/guardian may request Board review of the out-of-school suspension decision.
- 2. Depending upon the length of the out-of-school suspension, the notice to parents/guardians provided by Southland administrators, as well as the Board's decision upon review of an out-of-school suspension, shall also include the information noted below:
  - a. For an out-of-school suspension of **THREE (3) days or less**:
    - 1. There must be a case-by-case finding that the student's continuing presence in school would:
      - a. pose a threat to school safety; or
      - b. be a disruption to other students' learning opportunities.
  - b. For out-of-school suspensions of **FOUR (4) days**:
    - 1. There must be a case-by-case finding that the student's continuing presence in school would:
      - a. pose a threat to the safety of other students, staff, or members of the school community; or
      - b. substantially disrupt, impede or interfere with the operation of the school.
    - 2. The suspension notification provided to parents by Southland administrators, as well as the Board's decision upon review of an out-of-school suspension, shall also document whether:
      - a. other appropriate and available disciplinary interventions were attempted prior to the suspension; or
      - b. it was determined that there were no other appropriate and available interventions.
  - c. For out-of-school suspensions of FIVE (5) days through ten (10) days:
    - 1. There must be a case-by-case finding that the student's continuing presence in school would:
      - a. pose a threat to the safety of other students, staff, or members of the school community; or
      - b. substantially disrupt, impede or interfere with the operation of the school.
    - 2. The suspension notification provided to parents by Southland administrators, as well as the Board's decision upon review of an out-of-school suspension, shall also document whether:
      - a. other appropriate and available disciplinary interventions were attempted prior to the suspension; or
      - b. it was determined that there were no other appropriate and available interventions.
    - 3. Students shall be provided appropriate and available support services during the period of the suspension.
    - 4. The suspension notification provided to parents by Southland administrators, as well as the Board's decision upon review of an out-of-school suspension, shall document whether:
      - a. school authorities determined that there were appropriate and available support services which would be provided during the suspension; or
      - b it was determined that there were no appropriate and available support services to the provided during the suspension.

5. Suspended pupils, including those pupils suspended from the school bus who do not have alternate transportation to school, shall have the opportunity to make up work for equivalent academic credit. It shall be the responsibility of a pupil's parent/guardian to notify school officials that a pupil suspended from the school bus does not have alternative transportation to school.

# **In-School Suspension Procedures**

Procedures for in-school suspension are:

- 1. Prior to an in-schools suspension, a Southland administrator will advise the student of the misconduct with which he/she is accused. The administrator will also hear a statement from the student and give the student an opportunity to explain his/her side of the story.
- 2. Notice of any in-school suspension and the reasons therefore will, if reasonably possible, be reported immediately to the parent/guardian by telephone.
- 3. Telephone notice will be followed by letter to the parent/guardian setting forth the reasons for the suspension. A copy of this letter will be forwarded to Southland's Chief Executive Officer.
- 4. The decision of Southland's Chief Executive Officer is final regarding all in-school suspensions, as in-school suspension provides an alternative program and does not suspend or cease a student's academic program and, therefore, does not warrant a hearing.

# Communication Regarding this Policy and the Parent-Teacher Advisory Committee

Southland's Chief Executive Officer or designee shall ensure that a copy of this policy is provided to the parents/guardians of all students within 15 days after the beginning of each school year and, for a student who transfers into Southland after the start of the school year, within 15 days after the student's enrollment at Southland. Southland's Chief Executive Officer shall require that Southland implement procedures to inform students of the contents of this policy.

Southland's Chief Executive Officer or designee shall ensure that the Board receives periodic summary reports regarding out-of-school suspensions of students, including the reason for an out-of-school suspension and the length of such suspensions.

Southland's Chief Executive Officer or designee shall ensure that Southland's Parent-Teacher Advisory Committee has an opportunity, along with Southland's administration, to review this policy and its implementation annually, with any recommendations resulting from such annual review to be shared with the Board in order to facilitate the Board's consideration of any potential modification of this policy on an annual basis. The annual review by the Parent-Teacher Advisory Committee and Southland's administration shall include any recommendations regarding:

- a. maintenance of school bus safety;
- b. potential provisions for this policy in order to address issues relating to students who have demonstrated behaviors that put them at risk for aggressive behavior including, without limitation, bullying; and
- c. potential procedures for notification of parent/guardians regarding such issues, as well as early intervention procedures based upon community based and District resources.

It is the expectation of the Board that Southland's Chief Executive Officer or her designee shall report any criminal misconduct involving students to local law enforcement authorities as deemed appropriate based upon a case-by-case analysis.

# **Professional Development**

Southland shall make reasonable efforts to provide information and professional development to Board members, administrators, teachers and staff regarding potential adverse consequences of students' exclusion from school and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

LEG. REF.: Goss v. Lopez, 419 U.S. 565 (1975).

Ill. Rev. Stat., ch. 122, para 10-22.6 Ill. Rev. Stat., ch 56 ½, para, 1102 et seq.

105 ILCS 5/10-22.6 105 ILCS 5/24-24

720 ILCS 570/102 et seq. P.A. 82-610, § 1

Adopted: 11/15/10 Revised: 7/18/16

#### **STUDENTS**

#### STUDENTS ANTI-BULLYING POLICY

#### **Purpose**

Bullying is contrary to Illinois law and the policies of Southland College Prep Charter High School. The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and to achieve, and that bullying causes physical, psychological and emotional harm to students, as well as interfering with students' ability to learn and to participate in school activities. 105 ILCS 5/27-23.7. It is the goal of the Board of Directors (the "Board") of Southland College Prep Charter High School ("Southland") to create a learning environment at Southland which protects students from bullying so that students feel safe and supported in their efforts to succeed academically and to reach their full potentials. This policy and Southland's bullying prevention and response procedures are based upon the engagement of a range of school stakeholders, including students and parents/guardians. This policy provides Southland's anti-bullying policy and is consistent with all other policies of Southland and Southland's Board of Directors. Nothing in this Policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

## **Scope**

Illinois law prohibits bullying of students on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. Bullying is prohibited:

- 1. in school, on school property, on school buses or other Board-approved transportation, and at designated locations where students wait for buses and other Board provided transportation ("bus stops");
- 2. during any school-sponsored or school-sanctioned activity;
- 3. through the transmission of information from a Southland computer or computer network, or other Southland equipment;
- 4. through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program, or from the use of technology or an electronic device that is not owned, leased, or used by Southland if the bullying causes a substantial disruption to the orderly operation of Southland, provided that Southland personnel receive a report of such bullying;
- 5. when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities;

- 6. when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with the indicated intent to carry out such threats during any school-related or school-sponsored program or activity or on Board provided transportation; and
- 7. when such misconduct occurs off campus but seriously disrupts Southland's operation.

## **Definitions**

"Bullying" includes "cyber-bullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, which has or can reasonably be predicted to have one or more of the following effects:

- 1. placing the student in reasonable fear of harm to the student's person or property;
- 2. causing a substantially detrimental effect on the student's physical or mental health;
- 3. substantially interfering with the student's academic performance; and/or
- 4. substantially interfering with the student's ability to participate in and/or benefit from the services, activities or privileges provided by Southland.

Bullying may take various forms, including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

"Cyber-bullying," means bullying through the use of technology or any electronic communication, including, without limitation, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Policy. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Policy.

"Retaliation" means any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of alleged bullying, or based upon an individual's witnessing or having information relating to bullying.

"Restorative Measures" that shall be considered pursuant to this policy means a continuum of school-based alternatives to exclusionary discipline such as suspensions and expulsion, which:

- 1. are adapted to the particular needs of the school community;
- 2. contribute to maintaining school safety;
- 3. protect the integrity of a positive and productive learning climate;
- 4 teach students the personal and interpersonal skills they will need to be successful in school and in society;
- 5. serve to build and to restore relationships among students, families, schools and communities; and reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep student in school as appropriate.

# **INTERVENING TO ADDRESS BULLYING**

# **Responsibilities of Southland Employees and Contractors**

All Southland employees and contractors who witness incidents of bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying must:

- 1. intervene immediately in a manner that is appropriate to the context and protects to the greatest possible extent the safety of all people involved;
- 2. report the incident of bullying to Southland's Director as soon as practicable, but within 24 hours, and the Director shall immediately advise Southland's Chief Executive Officer of the reported incident and the proposed course of action to resolve the incident; and
- 3. cooperate fully in any investigation of the incident.

# Responsibilities of Students and Parents/Guardians

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult of the incident as soon as practicable. Any parent/guardian who witnesses or is notified of bullying has an obligation to notify Southland's Director of the matter, as soon as possible.

# Reporting

Individuals should initially report incidents of bullying to the Southland's Director or Southland's Chief Executive Officer. Specifically, in order to satisfy their responsibility to report bullying, Southland employees, contractors, parents and students may make such reports in person or via telephone or email communications to the following Southland personnel with contact information as stated below, which shall be updated as necessary by Southland's Chief Executive Officer or designee:

- 1. <u>Southland's Director of Day-to-Day Operations Dr. Corey Levy</u>: 708-748-8105, extension 4190 or clevy@scphs.org
- 2. <u>Southland's Chief Executive Officer Dr. Blondean Y. Davis</u>: 708-748-0100, extension 4124 or bdavis@sd162.org

If the initial report of bullying is to Southland's Chief Executive Officer, Southland's Director shall be notified of the report as soon as possible. Southland's Chief Executive Officer shall ensure that this policy is updated as necessary so that the above-listed personnel and their contact information are correctly stated at all times while this policy remains in effect.

As required by applicable Illinois law, it is Southland's express policy that anonymous reports of bullying may be submitted, in writing or via telephone to the above-listed personnel, who shall investigate such anonymous reports in an effort to determine the underlying facts; however, discipline of individuals allegedly responsible for incidents of bullying shall not occur solely on the basis of such anonymous reports.

#### **Investigation**

Upon being notified of an incident of alleged bullying, Southland's Chief Executive Officer or her designee shall conduct an investigation as deemed necessary for the appropriate resolution of the incident, which investigation shall be initiated and completed as soon as practicable making all reasonable efforts to complete such investigation within ten (10) school days after the date the report of the incident alleged bullying was received, taking into consideration all relevant information received during the course of the investigation. The investigation shall consider whether a reported act of bullying is within the permissible scope of Southland's jurisdiction. Consistent with federal and state laws and rules governing student privacy rights, Southland's Chief Executive Officer shall ensure that parents/guardians of students who are the subjects of such investigation have the opportunity to meet with Southland personnel as appropriate so that the parents/guardians are informed of the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. As deemed appropriate, Southland's Chief Executive Officer shall ensure that school personnel and other Southland staff members with knowledge, training experience and training regarding bullying prevention are involved in the investigation process.

## **Imposing Consequences**

Southland's Chief Executive Officer shall ensure that Southland responds to incidents of potential bullying in a manner tailored to the individual incident, which includes consideration of the nature of the behavior at issue, as well as the involved students' history of inappropriate behaviors. Southland's Chief Executive Officer shall ensure that all potentially appropriate interventions to address incidents of bullying are considered, including, but not limited to, appropriate discipline, social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. As appropriate and consistent with federal and state laws and requirements governing student privacy rights, Southland's Chief Executive Officer shall ensure that the parents/guardians of all students involved in an alleged incident of bullying are informed of the matter, as well as the availability of appropriate interventions, including, but not limited to, social work services, counseling, school psychological services, and restorative measures.

Potential disciplinary consequences for students are outlined in Southland's Uniform Discipline Policy. Acts of reprisal or retaliation against any person who reports an act of bullying are strictly prohibited and an individual who engages in such acts will be disciplined pursuant to the Uniform Discipline Code for students or other disciplinary policies, procedures and rules applicable to other individuals. Likewise, any person found to have made a false accusation of bullying as a means of retaliation or as a means of bullying shall be subject to discipline pursuant to the Uniform Discipline Code for students or such other policies, procedures and rules applicable to other individuals.

## **Consequences for Southland Employees and Contractors**

When it is determined that a Southland employee or contractor was aware that bullying had occurred but failed to report it to Southland's Director and/or Southland's Chief Executive Officer, the employee/contractor has violated this policy and therefore has violated his/her obligations to Southland and Southland's students. Southland's Chief Executive Officer shall impose and/or recommend imposition by this Board of appropriate discipline/sanctions for such misconduct, up to and including the termination of employment and/or termination of third party contractual relationships.

## **Notice and Dissemination Requirements**

Southland's Chief Executive Officer shall ensure that this Anti-Bullying Policy is appropriately communicated to: (1) Southland students and their parents/guardians each year via appropriate methods, including, without limitation, publication on Southland's website and in Southland's Student and Parent Handbook; (2) Southland administrators, faculty and staff as part of Southland's annual professional development programs; and (3) Southland contractors who will have contact with Southland students in performing their contractual obligations to Southland. In addition, this Anti-Bullying Policy must be filed with the Illinois State Board of Education upon its approval by the Board, must be updated every two (2) years, and must be re-filed with the Illinois State Board of Education after being updated.

# **Submission and Review of Policy**

Pursuant to applicable Illinois law, this policy shall be filed with the Illinois State Board of Education. Every two (2) years, Southland's Chief Executive Officer shall ensure that a review and re-evaluation of this policy is conducted and any necessary and appropriate revisions are made and submitted to Southland's Board of Directors for approval. The process of reviewing and re-evaluating this policy shall include an assessment of the outcomes and effectiveness of the policy which shall include, but is not limited to, factors such as: (1) the frequency of victimization via incidents of bullying; (2) student, staff, and family observations regarding safety at school; (3) identification of areas of Southland where bullying occurs; (4) the types of bullying which have occurred; and (5) bystander intervention or participation. In the evaluation of this policy, Southland may use relevant data which it already collects for other purposes. The information developed as a result of the evaluation of this policy shall be made available on Southland's website.

Adopted: September 16, 2013;

Revised: July 21, 2014;

Revised: November 15. 2021; Revised: March 20, 2023.

# **STUDENTS**

# **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the Southland College Prep Charter High School ("Southland") Board of Directors (the "Board").

# Suicide and Depression Awareness and Prevention Program

Southland's Chief Executive Officer or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (the "Program") that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1 through 6 below, corresponds with the list of required policy components in the Illinois School Code Section 5/2-3.166. The Program shall include:

- 1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation shall incorporate education that assists students to develop a sound mind and a healthy body, as required by Illinois law, 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7.
  - b. For staff, implementation shall incorporate staff development regarding the warning signs of suicidal behavior.
- 2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. For Southland students, implementation shall incorporate:
  - a. training as outlined in 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to facilitate identification of the warning signs of suicidal behavior in youth, along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. dissemination of guidelines recommended by the Illinois State Board of Education ("ISBE") and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
- 3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide, including those students who (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2 above, along with State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
- 4. Methods of responding to a student or staff suicide or suicide attempt.
- 5. Reporting procedures. Implementation of this requirement shall incorporate State and/or federal resources that address reporting procedures.
- 6. A process to incorporate ISBE-recommended resources regarding youth suicide awareness and prevention programs, including current contact information for such programs in Southland's Suicide and Depression Awareness and Prevention Program.

#### Illinois Suicide Prevention Strategic Planning Committee

Southland's Chief Executive Officer or designee shall attempt to develop a relationship between Southland and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into Southland's Suicide Prevention and Depression Awareness Program.

#### **Monitoring**

The Board will review and update this policy to make any changes required by Ann Marie's Law or deemed necessary to assist in the achievement of this policy's stated goals.

#### Information to Staff, Parents/Guardians, and Students

Southland's Chief Executive Officer or designee shall inform each Southland employee about this policy and ensure its posting on Southland's website. The Chef Executive Officer or designee shall provide a copy of this policy to the parent or legal guardian of each Southland student via publication of this policy in Southland's Student and Parent Handbook. Student identification (ID) cards, Southland's website, and Southland's Student and Parent Handbook will contain support information as required by state law. The policy notes the following available support information, which shall be updated by Southland's Chief Executive Officer or designee as necessary:

Dial 988 to reach the National Suicide Prevention Lifeline.

Crisis Text Line: Text HOME to 741741 to reach a volunteer Crisis Counselor.

For assistance from the Safe2Help Illinois Helpline:

a. Call: 844-4-SAFEIL (844-472-3345); or

b. Text: SAFE2 (72332); or

c. Email: HELP@Safe2HelpIL.com

#### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101, et seq.

Southland, the Board, and Southland staff are protected from liability to the full extent of applicable Illinois law. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the resources available to Southland, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

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LEGAL REF.: Individuals with Disabilities Education Act, 42 U.S.C. Section 1201, et seq.
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105 ILCS 5/2-3.166; 105 ILCS 5/2-3.139; 105 ILCS 5/3-14.8; 105 ILCS 5/10-20.73;

105 ILCS 5/10-22.24a, 10-22.24b, 10-22.39, 10-20.75

105 ILCS 5/14-1.01, et seq.;

105 ILCS 5/14-7.02; 105ILCS 5/14-7.02b;

745 ILCS 10/.

Children's Mental Health Act of 2003, 404 ILCS 49.

Adopted: 11/21/16 Revised: 7-18-22

## **ADMINISTRATION**

## Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

The Board of Directors (the "Board") of Southland College Prep Charter School, Inc. ("Southland") recognizes that child sexual abuse and grooming behaviors harm students, their parents/guardians, the Southland environment and school community, and the community at large, while diminishing a student's ability to learn. The Board endeavors to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse, (4) how to report child sexual abuse, (5) appropriate relationships between Southland employees and students based upon State law, and (6) how to prevent child sexual abuse.

Prohibited grooming behaviors and prohibited boundary violations include, at a minimum, the grooming behaviors as defined in the Illinois Criminal Code, 720 ILCS 5/11-25, as well as sexual misconduct.

#### Sexual misconduct is:

(1) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (2) by an employee with direct contact with a student, (3) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:

- a. A sexual or romantic invitation;
- b. Dating or soliciting a date;
- c. Engaging in sexualized or romantic dialog;
- d. Making sexually suggestive comments that are directed toward or with a student;
- e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and
- f. A sexual, indecent, romantic, or erotic contact with the student.

To increase awareness and knowledge of these issues, to assist in preventing sexual abuse of children, and to identify prohibited grooming behaviors, Southland's Chief Executive Officer or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

#### 1. Educate students with:

- a. An age-appropriate and evidence-informed curriculum that includes methods for how to report child sexual abuse and grooming behaviors to law enforcement authorities and the Department of Children and Family Services (DCFS).
- b. Information regarding: (i) Southland counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the Southland area.
- c. Information on appropriate relationships between school personnel and students based on State law and how to prevent child abuse from happening that includes, but is not limited to, personal health and safety education pursuant to State law.

- 2. Train Southland employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
  - a. A definition of prohibited grooming behaviors and boundary violations;
  - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, and grooming behaviors; and
  - c. How to report child sexual abuse, and grooming behaviors.
- 3. Provide evidenced-informed information to parents/guardians in Southland's Student and Parent Handbook about child sexual abuse, and grooming behaviors, including:
  - a. The warning signs of child sexual abuse;
  - b. Assistance, referral, or resource information, including information on grooming behaviors, appropriate relationships between school personnel and students based on State law, and how to prevent child sexual abuse;
  - c. Methods for how to report child sexual abuse, and grooming behaviors to law enforcement authorities and/or DCFS; and
  - d. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

Adopted: May 16, 2022

## **STUDENTS**

# **Attendance and Truancy**

## Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in a public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program, (7) a student excused on a particular day(s) for the purpose of sounding "Taps" at a military funeral, and (8) and child absent whose parent is an active member of the military and has been called to duty, is on leave from or has immediately returned home from deployment.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), pregnancy where a pregnant student suffers medical conditions as certified by her physician, observance of a religious holiday, death in the immediate family, family emergency, for up to two hours to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election, other situations beyond the control of the student as determined by Southland's Board of Directors, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reasons as approved by Southland's Chief Executive Officer or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

# Absenteeism and Truancy Program

Southland's Chief Executive Officer or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include but not be limited to:

- 1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. Southland's Chief Executive Officer or designee is authorized to determine when the student's absence is justified.
- 2. A protocol for excusing a student in grades 9 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
- 3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
- 4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.

- 5. Implementation of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, such as interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
- 6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.
- 7. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
- 8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
- 9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
- 10. A protocol for cooperating with outside agencies including County or municipal authorities, the Director of the appropriate Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency.
- 11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
- 12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that Southland's Chief Executive Officer deems appropriate.
- 13. A process for a 17-year-old resident to participate in Southland's various programs and resources for truants.
- 14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law.

LEGAL REF.: 105 ILCS 5/26-1 through 18.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

Adopted: 5/16/22

## **PERSONNEL**

# **Employee Ethics, Conduct, and Conflict of Interest**

#### **Professional and Appropriate Conduct**

All Southland College Prep Charter High School ("Southland") employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education and attached hereto and incorporated fully herein by reference, is applicable to Southland employees. Southland's Chief Executive Officer or designee shall update the attached *Code of Ethics for Illinois Educators* with any modifications approved by the Illinois State Board of Education hereafter.

Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Southland's Chief Executive Officer or designee shall identify appropriate employee conduct standards and provide them to all Southland employees. Standards related to school employee-student conduct shall, at a minimum:

- 1. Incorporate the prohibitions noted in paragraph 1 of this policy;
- 2. Define prohibited grooming behaviors to include, at a minimum, *sexual misconduct*. *Sexual misconduct* is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee or agent of the school with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - a. A sexual or romantic invitation;
  - b. Dating or soliciting a date;
  - c. Engaging in sexualized or romantic dialog;
  - d. Making sexually suggestive comments that are directed toward or with a student;
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and
  - f. A sexual, indecent, romantic, or erotic contact with the student.
- 3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries and recognizing the age and developmental levels of the students served. Such expectations shall also establish guidelines for specific areas, including but not limited to:
  - a. Transporting a student
  - b. Taking or possessing a photo or video of a student
  - c. Meeting with a student or contacting a student outside the employee's or agent's professional role
- 4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.);

- 5. Outline how employees can report prohibited grooming behaviors and/or boundary violations; and
- 6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law.

# **Outside Employment and Conflict of Interest**

No Southland employee shall be directly or indirectly interested in any contract, work, or business of Southland, or in the sale of any article by or to Southland. No Southland employee, officer or agent may participate in the selection, award, or administration of a Southland contract if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the Southland employee, officer, or agent, any member of his/her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest or would receive a tangible personal benefit from a firm considered for a contract.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of Southland nor shall an employee act as an agent of any business in any transaction with Southland. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

- 1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
- 2. An employee's business partner; or
- 3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Except for food or refreshments not exceeding \$75.00 per person in value on any calendar day, Southland officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees shall not engage in any other employment or in any private business during regular working hours or at such times as are necessary to fulfill appropriate assigned duties.

Incorporated

by reference: 23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

LEGAL REF.: U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

30 ILCS 708/, Grant Accountability and Transparency Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, and 5/22-90 (final citation pending).

325 ILCS 5/, Abused and Neglected Child Reporting Act.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

Adopted: 1/24/11 Revised: 5/21/18 Revised: 5/16/22 July 2022 3:03

# **STUDENTS**

# Anaphylaxis Prevention, Response, and Management

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a school policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for Southland College Prep Charter High School ("Southland") to eliminate completely the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program will assist Southland to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

Southland's Chief Executive Officer or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

- 1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
- 2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for any staff members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill. Admin.Code §1.540.
- 3. Follows and references the applicable best practices specific to Southland's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
- 4. Provides annual notice to the parents/guardians of all students to make them aware of this policy. For more information relating to this policy, parents/guardians should contact Southland's Department of Specialized Services at (708) 748-0100, Extension 7750.
- 5. Complies with State and federal law and all Southland policies.

## **Monitoring**

Southland's administrationshall monitor this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions.

LEGAL REF.: 105 ILCS 5/2-3.182, 5/10-22.39(e), and 5/22-30.

23 Ill.Admin.Code §1.540.

Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

Adopted: 7/18/22

Replaces Former Policy 3:03, Allergy Management Policy, Adopted 1/24/11 and Revised 2/13/12

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# 2023-2024 SCHOOL CALENDAR

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August 9	Freshmen Parent Meeting – 6:30 pm
August 10	Sophomore Parent Meeting – 6:30 pm
August 10-11	Teacher Institute Days – SCHOOL CLOSED
August 14	First Day for Freshman Students ONLY
August 15	All Students Report to School
August 29	ALL TEST DAY – Early Dismissal – 1 pm
September 4	Labor Day – No School
September 5	PTSO Meeting – 6:30 pm
September 8	Back to School Night – 6:30 pm
September 15	Mid-Quarter Progress Reports
September 18	Fall Picture Day
September 18	Southland Board Meeting – 6:30 pm
October 3	PTSO Meeting – 6:30 pm
October 6	Teacher Institute Day – No School for Students
October 9	Columbus Day – No School
October 11	PSAT/NMAQT Test for Junior Class ONLY – Early Dismissal – 1 pm
October 13	End of 1st Quarter
October 20	Parent Teacher Conference Day – 12:30 to 8 pm – No School for Students
November 3	Fall Picture Retake Day
November 6-9	Spirit Week
November 7	PTSO Meeting - 6:30 pm
November 9	Harvest Dance – Tinley Park Convention Center – 6:30 – 11 pm
November 10	Veterans' Day – No School
November 17	Mid Quarter Progress Reports
November 20	Southland Board Meeting – 6:30 pm
November 22-24	Thanksgiving Break – No School
November 28	ALL TEST DAY – Early Dismissal – 1 pm
December 5	PTSO Meeting - 6:30 pm
Dec. 19, 20, 21	1 <sup>st</sup> Semester Final Exams – Early Dismissal – 1 pm
December 21	End of 2 <sup>nd</sup> Quarter
December 22	Teacher Records Day – No School for Students
Dec. 25 – Jan. 5	Winter Break – No School
January 8	All Students Return to School
January 9	PTSO Meeting – 6:30 pm
January 12	CEO Luncheon
January 15	Dr. Martin Luther King, Jr. Day – No School
January 22	Southland Board Meeting – 6:30 pm

# 2023-2024 SCHOOL CALENDAR

February 2	Mid-Quarter Progress Reports
February 6	PTSO Meeting – 6:30 pm
February 19	Presidents' Day – No School
February 27	ALL TEST DAY – Early Dismissal – 1 pm
March 4	Casmir Pulaski Day – No School
March 5	PTSO Meeting – 6:30 pm
March 8	End of 3 <sup>rd</sup> Quarter
March 9	Senior Picture Day
March 15	Parent Teacher conferences – 12:30 to 8 pm – No School for Students
March 18	Southland Board Meeting – 6:30 pm
March 26	ACT Test Day for Junior Class ONLY – Early Dismissal – 1pm
March 29 – April 5	Spring Break – No School
April 8	All Students Return to School
April 9	PTSO Meeting – 6:30 pm
April 16	PSAT 8,9 and PSAT 10 Test Day for Freshman and Sophomore Classes –
	Early Dismissal – 1pm
April 19	Mid-Quarter Progress Reports
April 23	SAT Test Day for Junior Class – Early Dismissal – 1pm
May 7	PTSO Meeting – 6:30 pm
May 11	Senior Prom – Odyssey Banquets
May 15-17	Senior Final Exams
May 20	Southland Board Meeting – 6:30 pm
May 20–24	Senior Week
May 22–24	Semester Final Exams – Early Dismissal – 1 pm
May 24	Last Day of School for Students
May 24	, , , , , , , , , , , , , , , , , , ,
May 24	Graduation Practice at Harris Theatre
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May 24	Graduation Practice at Harris Theatre