

## **PROGRAM INFORMATION**

### **About Sangamon County Learning Academy (SCLA)**

The Regional Office of Education met its goal of opening an alternative school that would meet the needs of the non-traditional and truant students from school districts in Sangamon County. SCLA has small class sizes which focus on cooperative and interactive learning strategies. SCLA serves potential dropouts, chronic truants, and students with low attendance. In order to attend SCLA a referral must be made from the home school counselors or principals. The program is designed so that students have the flexibility of either returning to their home school at the end of a semester, enrolling in both Capital Area Career Center and the alternative school and/or completing the alternative program and graduating from their home school.

SCLA is a grant funded program under the Truants' Alternative and Optional Education Program (TAOEP). The TAOEP program is designed to offer modified instruction or other services designed to prevent students from dropping out of school. The projects serve dropouts up to the age of 21, including truants, uninvolved, unmotivated, and disaffected students.

To attend SCLA is a privilege, not a right. It is a voluntary program to help students regain credit and promote better attendance. Students at SCLA are expected to attend the program daily. There are certain rules and expectations both with attendance and behavior in order to remain enrolled in the program. If students cannot or do not intend to follow the attendance and behavior rules set by the program they are not good candidates for SCLA. We expect the parents to support us in the rules set forth in the school handbook.

### **STUDENT ADMISSION POLICY**

Student admission to the program will require approval from the SCLA administrator. An open-entry and open-exit procedure will be utilized. Students must be referred by the local home school district by the Principal or Guidance Counselor. Criteria for entering the program is first and foremost for a truancy referral.

### **PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES**

#### **Parents have the right to:**

- Know that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth
- Be granted reasonable access to all school records pertaining to their child
- Be given the opportunity to confer with their child's teacher and/or principal regarding academic placement, progress, and social adjustment
- Share in their child's right to due process procedures in matters of disciplinary actions
- Be notified of their child's violation of school rules and regulations

#### **Parents should:**

- Assume responsibility for their child's prompt and regular school attendance

- Recognize that, in matters relating to the discipline and conduct of the school, the teacher stands in relation to the parent or guardian to the child
- Instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property
- Talk with their child about school activities; share with their child and with teachers an active interest in report cards and in school progress
- Safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law
- Attend individual and group conferences and special school programs
- Plan the time and place for homework assignments; provide necessary supervision
- Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

As a student, you have the following rights and responsibilities:

### **Students have the right to:**

- A meaningful learning experience and curriculum
- Adult representation when in serious or consistent conflict with school authority
- Protection from physical or verbal abuse by staff and other students
- Assistance in making decisions concerning educational needs
- The opportunity to practice decision-making procedures within the democratic process
- Be disciplined or reprimanded in private, if possible. If discipline is to be in the presence of others, it shall be done in a humane and appropriate manner
- Know the reasons for any discipline which may be administered

### **Students are responsible for:**

- Knowing and obeying all school rules and regulations
- Following the attendance policy
- Their own actions
- Abiding by the accepted modes of conflict
- Respecting the rights and individuality of other students and school staff members
- Refraining from libel, slanderous remarks, and obscenity in verbal and written expression
- Dressing and grooming in a manner that meets reasonable standards of health, cleanliness and safety
- Being punctual and present in the school program
- Refraining from gross disobedience, misconduct, or inappropriate behavior
- Maintaining the best possible level of academic achievement
- Respecting the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities

## RERERRAL PROCESS

Referrals are accepted from the home school only, sent by counselors or principals. The counselor obtains student information, including transcripts, attendance information and behavior information. Parents and students are then contacted, the program is explained, and determination of interest made. If parents and students are interested, an appointment is set up.

At the appointment, the three aspects of the program most important to success are discussed—good attendance, class performance, and appropriate behavior. At the appointment, it is stressed the program is voluntary and that with any repeated violation of the above three rules (attendance, work, behavior) the student may be returned to the home school. It is stressed that this is an opportunity to be successful.

Parents and schools also understand that grades are sent to the home school (the official record keeper) and that students must meet graduation requirements of their home school. Parents sign papers, including completing the IOEP.

## INDIVIDUALIZED OPTIONAL EDUCATION PLAN--IOEP

An individualized optional education plan will be developed for each student. Parents, students and counselors will actively participate in establishing goals which will further the educational and personal growth of each student. The IOEP will be reviewed on a regularly scheduled basis and goal revision will occur as necessary.

## **ATTENDANCE POLICY**

### PHILOSOPHY

All students are to attend school each day it is in session unless a valid cause for absence is identified. School attendance is the responsibility of both students and their parents. The faculty and administrators of SCLA urge all students and parents to be aware of the value of regular school attendance. Attendance and academic achievement are believed to be closely related.

In addition, when students authorize a transcript to be released to potential employers, the attendance record, which is a part of the permanent record, may be examined as well as the grades. Therefore, students should strive to accumulate the best attendance record possible.

### ATTENDANCE GUIDELINES

**Students are allowed no more than a total of 8 days absent per semester.**

- After **3 absences** per semester – student warning from principal
- **After 5 absences** per semester, - parent and homeschool notification.
- After **8 absences** per semester, a contract will be developed by administration and staff members and a decision will be made regarding continued placement,

and how many more absences (if any) will be allowed. The student and parent will be required to sign off on the agreement.

## **ABSENCE PROCEDURES**

When a student is absent from school, parents should call the SCLA office (529-3390 ) by **9:00 a.m.** If the office does not receive a call, the school will attempt to contact parents to determine a student's whereabouts.

If a student will be arriving late or needs to leave school early due to a medical or dental appointment, parents need to call the school. (These messages can be left on the answering machine prior to 9 a.m. also.) Students will not be allowed to leave school without a parent phone call. If part of the day is attended, the student should check out in the office before leaving and/or check in upon entering the building. Failure to sign out in the office may result in an absence and the appropriate discipline can be issued.

## **ABSENCES**

**All absences are included in the eight allotted days.**

Examples of an absence:

- Illness of a student
- Observance of religious holidays
- Death in the family or of a close friend
- Family emergency
- Family vacation with **prior** approval
- If bus is not provided by home district to school
- Court dates or meeting with probation officers
- Dental or medical appointment
- Pre-arranged family trips **(can't go over allowed 8 days per semester)**
- Oversleeping
- Car problems
- Ordinary weather hazards
- Staying home to care for younger children
- Visiting friends or relatives
- Missing the bus
- Working
- Jail
- Traffic (train, accidents, police)
- Minor aches and pains (persistence may indicate a more serious problem)
- Running out of Gas
- Ride fell through
- Other, as determined by the administrator

## TARDINESS

When a student arrives tardy to school, he/she should sign-in in the office and receive a pass to class.

### TARDY POINTS BY SEMESTER

1 to 10 minutes	1 Point
11 to 20 minutes	2 Points
21 to 30 minutes	3 Points
31 to 40 minutes	4 Points
41 to 50 minutes	5 Points

For **each** 5 points accumulated, a ½ day absence will be assigned and deducted from the student's 8 allotted days.

**Chronic tardies could result in the loss of your parking permit.**

## MAKE-UP WORK

Students are allowed one day to make up work for each day that they have an absence. All long-term assignments must be completed by the due date assigned even if the student is absent on the day that the assignment is due.. Work not made up within these guidelines may result in your receiving a zero for the missed assignments. In addition, the teacher may choose to assign loss of breaks until the work is completed. **It is the student's responsibility to ask the teacher for assignments missed during an absence.**

## PREARRANGED ABSENCES

Any prearranged absences are counted as part of the allotted 8 days. If approved they will be counted as excused. The school personnel realize that there are occasions when parents or guardians feel it is necessary or beneficial for students to miss school for trips and special events. The prearranged absence form must be filled out and submitted to the principal for approval at least three days in advance of the planned absence. If a prearranged absence is not approved, an unexcused absence and zero for work missed will be issued. No prearranged absences will be approved the last two (2) weeks of school, during midterms, finals or during the week of PSAE tests or if it will put you over your allotted 8 days.

## COLLEGE DAY

Students will be allowed to secure a prearranged absence to use as a college day. The college day must be arranged at least 24 hour prior to departure. If the college day is not prearranged and the appropriate paperwork turned into the office, it will count against your attendance. **If all appropriate paperwork is turned in, the day will not count against your attendance.** Students must present evidence of their visit upon return from their visitation. Evidence of their visit shall usually consist of a note from an admission office or college official or official school letterhead stating that the visitation took place. Failure to present this will result in an absence if this visit cannot be verified by other means. Visits to local college or tech schools will be approved for a ½ day absence only. No college day will be approved for the last two weeks of school.

## **MILITARY DAYS**

Students will be excused for **one** day per year for military testing if they have filled out the proper paperwork for a prearranged absence and are able to present appropriate evidence of their participation in military testing to the office upon returning to school. **It will not count against your attendance.** If military testing dates are not prearranged and the appropriate paperwork is not filed in the office, this absence will count against your attendance. Like all other absences for students, the student must verify the absence within 48 hours. **Additional military days will be excused but will count against your attendance days.** No military testing absence will be excused in the last two (2) weeks of school or prior to holidays and/or breaks.

## **LEAVING SCHOOL**

Students who leave campus without permission or who are found to be in the parking lot and/or parked cars without permission are in violation of the closed campus policy. Students in violation of closed campus policy are also subject to penalties under unexcused absence policy and may be subject to penalties under violation of vehicle safety rules or taking car off campus without permission policy.

SCLA has a closed campus policy. Students are not permitted to leave school during class sessions for any reason without authorization and clearance from the office. All students must sign in/out in the office. Students will need to submit the classroom assignment form for approval prior to leaving early. Parents/guardians will be contacted to notify/verify them of student leaving.

If a student leaves school without permission during the attendance day, a major referral will be issued. Usually, the student is then told that a second incident of leaving without permission may result in the student being returned to the home school.

## **MONTHLY ATTENDANCE AWARD**

Students are awarded for having perfect attendance each month. A pizza party will be held for students with no absences or tardies to school or class.

## **MEDICAL INFORMATION**

### **MEDICAL P.E. WAIVER POLICY**

In order to be medically excused from P.E., a student must present a physician's note to the office. In order to return to P.E., a note must be obtained from the doctor.

## **PRESCRIPTION MEDICATION PROCEDURES**

Medication shall be defined for our procedure as drugs that are prescribed by a licensed physician. The medications shall be those required during school hours that are necessary to provide the student access to the education program. Students taking medication three times a day, other than Ritalin and /or seizure medication, should take it before school, after school, and at bedtime unless specifically noted by the doctor.

Then a note from the doctor must accompany the medication stating it must be taken at school. The appropriate authorization form and the procedures described on the form must be utilized. A student may possess medication prescribed for asthma or anaphylactic reaction for immediate use at the student's discretion, provided the student's parent/guardian and the student's physician have completed and signed the appropriate forms.

### **STORAGE OF MEDICATION**

Medication will be stored in a locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secure area.

### **PROCEDURES FOR BRINGING OVER THE COUNTER MEDICATION TO SCHOOL**

Over the counter medicine (Tylenol, Ibuprofen, Antacids, etc.) must meet the following guidelines according to the State of Illinois:

1. The proper OTC Medication form must be filled out and signed by the parent. The name of the medication, dosage, and frequency must be listed.
2. The medication must be brought in an original unopened container from home.
3. The medication must be stored in the office and **no medication should be carried by the student.**

### **END OF THE YEAR PROCEDURE FOR MEDICATIONS**

The school will notify the parents of remaining medication, and the parent will have ten days to pick up the remainder of medications after which the school will dispose of it.

### **STUDENT ILLNESS/INJURY**

Students who are feeling ill during the school day may be sent to the office. However, students will either be sent back to class, or a parent/guardian contacted and the student sent home. If a student has a fever of 100 degrees or higher they will be sent home for the remainder of the day.

Should serious injury occur, an ambulance will be called immediately. School authorities will contact the parent/legal guardian. The student will be transported to the hospital designated on the student's emergency card. In case the parent cannot be reached, the school will utilize the emergency contact designated on the student's emergency card.

## **GENERAL INFORMATION**

### **STUDENT TRANSPORTATION**

#### **Bus Transportation**

Bus transportation is provided by each participating district.

## Driving to School

Students who need to drive in **temporary or emergency** situations must follow established procedures.

Student parking is in the east lot only in assigned numbered or temporary marked spaces. Any motor vehicle parked on the lot without a parking permit, or illegally parked on the school grounds, in the staff parking, in spaces reserved for handicapped or visitor parking, on the ring road, or on the access road will be towed away at owner's expense..

### Driving Rules:

1. Drive responsibly.
2. Do not exceed 15 mph while on school property.
3. Do not litter.
4. Park only in the designated area
5. Lock vehicle doors and windows.
6. No loitering, leave the parking lot and enter the building immediately upon arrival.
7. Do not return to the parking lot until the proper departure time; unless given permission by the office staff.
8. Erratic driving and peeling out is not allowed.

**NOTE:** Violation of the rules may result in the suspension of driving privileges and/or notification of law enforcement officials. The driving permit can be revoked for any of the above reasons by the CACC Principal or SCLA/Safe School Administrator. (Driving is a privilege not a right.)

### Parking Rules:

If a student chooses to drive to school they must purchase a parking permit for \$35 from CACC

1. Each student driving to SCLA must register his/her vehicle.
2. The student's parking permit **must** be displayed while the vehicle is parked at CACC.
3. Students may **not** give their permits to another student to use.
4. Parking will be on a first come first served basis.
5. Cars not displaying a parking permit are subject to towing by CACC.
6. Parking permit must be signed by Mrs. Sullivan.

## TELEPHONE USE

The telephones in the offices are to be used for EMERGENCY CALLS ONLY. Permission then must be obtained from an administrator or secretary before the telephone may be used. Students will not be called to the phone from class unless deemed necessary by the office. In cases that are of an important nature, a message can be given to the student. Duration of these calls will be monitored and may be ended

at the request of an administrator. At no time should a student use their cell phones to make phone calls or text messages.

### **VISITOR'S PERMITS**

SCLA invites parents of students to visit the school at any time, however, conferences with staff members should be arranged ahead of time. All visitors, including parents, should report to the Office if they wish to visit during the school day or pick up their children. The SCLA Administration reserves the right to refuse permission to anyone visiting the SCLA program.

### **EMERGENCY SCHOOL CLOSING**

**SCLA will be participating in E-Learning Days if a snow day should occur. Students would be expected to log in and work with Google Classroom & A+.**

In the cases of inclement weather and other local emergencies, please check your email and News Channel 20 to be advised of school closings.

Please note that if Capital Area Career Center is closed, SCLA will also be closed. Important Information to know about your home school and serving school (SLCA):

1. If your home school is closed due to the weather, but SLCA is still in session, you are not required to attend SCLA on that day.
2. If your home school is out for things such as Teacher's Institute, P/T Conferences, Spring Break, any other holiday, and SCLA is in session on that day, you are required to attend SLCA. **The SCLA school calendar is followed, not each student's home school calendar.**
3. If your home school is not in session for reasons listed in #2 above, district transportation is still provided and students are required to attend SCLA.

### **FIRE/DISASTER/ACTIVE SHOOTER DRILLS**

Fire drills and/or disaster drills are held periodically. Students are to react to them as though they are the real things. Teachers will receive specific instructions for their respective classes and post the information in a conspicuous place.

#### **Fire Signal**

All persons are to be evacuated from the Center when the fire signal sounds. Persons evacuating on the North and South side of the building are to evacuate to the sidewalk area along the ring road, on the west side to the ring road, and on the east side to the parking lot.

#### **Disaster Alert**

This alert will come via an announcement over the public address system unless it is an immediate emergency, which will be a siren sounding of the horn. Students are to take cover immediately.

### **Active Shooter**

Students will follow teacher / administrator instructions.

## **SCHOOL ACCIDENTS AND INSURANCE**

Students should report all injuries or accidents to the instructor immediately after they occur.

Students attending the school must provide their own accident insurance. It is recommended that students not covered under a family medical policy purchase student accident insurance provided by the home school.

## **STUDENT RECORDS**

All school personnel shall protect the rights and privacy of students and parents relating to the confidentiality of student records. If one wishes to review records, an appointment must be made with the administrator 24 hours ahead of time. Permanent records are retained by the students' home high school. Temporary records will be destroyed five years following the student's graduation date or exit from the program.

## **ACADEMIC INFORMATION**

### **GRADUATION REQUIREMENTS**

A student must complete the required minimum of credits of high school work in order to graduate from their home school.

Transcripts are obtained through the student's home school district.

**NOTE:** Students may be waived from physical education class per school code 105 ILCS 5/27-C or Medical Physical Education Waiver.

### **SCHEDULE CHANGES**

Schedule changes will be left up to the discretion of the administration.

**Schedules will not be changed for the following reasons:**

- Teacher change
- Requesting a particular class during a particular period

**Acceptable reasons for making a schedule change during the allotted time frame:**

- Incomplete schedule
- Unresolved class conflicts

- Failure of a class or prerequisite

### **GRADING SCALE**

98.5 – 100	A+	77.5 – 79.4	C+
91.5 – 98.4	A	71.5 – 77.4	C
89.5 – 91.4	A-	69.5 – 71.4	C-
87.5 – 89.4	B+	67.5 – 69.4	D+
81.5 – 87.4	B	61.5 – 67.4	D
79.5 – 81.4	B-	59.5 – 61.4	D-
		0 – 59.4	F

### **SEMESTER EXAM POLICY**

**Final exams are mandated for all students.** Scheduled exams shall take place over a 2-day or 3-day period. Failure to complete a final will result in failure of the class.

All required exams must be completed at the scheduled times.

The length of all examination periods will be approximately 85 minutes. Students must stay the entire time of the examination. During the testing days, students need to be present only for exams. However, if students have a period in between finals they are required to stay at school during that period. Once students have completed their last final for the day they may leave school. They must check out with the secretary and sign out in the office.

Study guides must be completed before exams can be taken.

Completed semester exams will count 1/5 of the total grade with each nine weeks counting 2/5 's. Grades shall be determined by using percentage numbers, i.e., 98, 94, etc. In order to pass, a student may not receive two (2) F's. Out of the three (3) grades, two (2) F's would be 3/5's or 4/5's, and therefore failing.

Graduating seniors may have the opportunity to take final exams early. No other students will be allowed to take finals early.

Students may not change a semester exam or take the exam at a different time without written permission from the Principal. Any student that misses all exams due to an excused absence must complete all exams within five (5) days unless the Principal grants special permission (long-term illness, hospitalization, etc.).

### **HOMEWORK**

Every effort is made by teachers to insure work is completed during class time. Work not completed is considered homework and is expected to be done before the next class. Additionally, teachers may make assignments that can only be completed on the student's own time.

## **DRIVER'S EDUCATION**

Driver's Education is offered during the school year as the schedule allows if a certified teacher is available or if the home school allows the student to participate in a virtual classroom. According to the State of Illinois, any student who misses more than 3 days (excused or unexcused) automatically is removed from the class. The behind the wheel portion of Driver's Education is completed at the appropriate home school. Students must have passed 8 classes in the previous two semesters to be eligible for Drivers Education.

## **HONOR ROLL**

Students who have all A's and B's, including computer classes, will qualify for the honor roll. They will be taken to a local restaurant as an award for their hard work.

## **STUDENT OF THE MONTH**

Each month a student who best exemplifies the fundamentals of the program is chosen as Student of the Month by the teachers. The criteria includes: attendance, work, behavior, and attitude. The chosen student gets to order lunch from a local restaurant at the expense of the school.

## **CAPTIAL AREA CAREER CENTER**

### **Admission Requirements:**

Students with junior or senior standing wishing to attend CACC will be admitted based on their home districts policies. CACC attendance policies will also be based on the policies of home districts. It is the student's responsibility to let the counselor/principal know if you desire to take CACC classes. This must be done by January to take classes in the Fall.

Only students with junior and senior standing are allowed to attend CACC. If a student will miss a required class for graduation to attend CACC, they will not be allowed to attend. Students must be on track with their credits to attend.

No SCLA students that are attending CACC are allowed in the SCLA wing during their CACC time without administrative permission.

Attending CACC is a privilege and attendance at CACC is required.

## **DISCIPLINARY GUIDELINES**

### **GENERAL BEHAVIOR MANAGEMENT**

**Students attending this program must agree to the following:**

1. They must attend.
2. They must complete assignments in a timely and acceptable manner.

3. They must behave appropriately and follow the rules. Classroom discipline will be the responsibility of the classroom teacher. The following consequences will be applied upon infraction of the rules:

1. Verbal warning
2. Loss of a privilege – minor referral (Loss of Break)
3. Referral to office – major referral
4. Severe inappropriate behavior warrants an immediate referral to the office.
5. Consistent inappropriate behavior may result in a behavior contract and possible removal from the program.

Four (4) major referrals within one semester will place a student on a behavior contract, unless severity of behavior requires it earlier. Parents are notified, and ideally, also sign the contract. The home school is also notified.

On the 5<sup>th</sup> referral the parent is notified concerning the status of the student.

Upon the 6<sup>th</sup> major referral a meeting will be held with the SCLA staff to determine placement. This could result in possible removal from the program.

A student dropped for behavior reasons could be required to wait a full semester before re-entering the program. Students return to SCLA at the discretion of the administrator. **A student who has been dropped three times is ineligible to return.**

### **CITIZENSHIP AWARD**

A student who has had no loss of breaks for a month is awarded a citizenship award at the monthly assembly. A certificate and small reward is given to recognize their achievement.

### **TYPES OF DISCIPLINARY ACTION:**

#### **Loss of Break**

Minor referrals usually result in a loss of break. Major referrals may result in additional loss of breaks or lunch detentions. This will be at the discretion of the administrator.

#### **Authority to Exclude from Class**

Students are reminded that teachers at SCLA have the authority to remove from class for the remainder of that period, students who are disruptive, discourteous, disrespectful, or who interfere with the educational process. Students removed from class will be expected to report to the office and must stay in the office until released by the administration or a staff member. Failure to report to the office upon exclusion from class shall be considered an act of Gross Insubordination and appropriate disciplinary action will be taken.

Penalties for removal from class may range from: verbal warning to a major referral at the discretion of the administrator.

## **Refusal to Work**

One of the basic beliefs of the school is that students must agree to complete assignments in a timely and acceptable manner. If a student refuses to complete work or participate in an activity, they are referred to the office on a refusal to work.

After the student is referred to the office for refusing to complete a classroom activity, the following consequences may apply:

1. Conference with Principal / Counselor
2. Student may return to class and complete assignment. If the assignment is not completed that day, it still is expected to be completed and further consequences may apply.
3. On the third occurrence a staff conference will be held.
4. Additional occurrences may cause the student to be removed from the program.

## **Lunch Detention**

Detention shall be held daily in the office. Failure to serve detentions may result in additional detentions or out-of-school suspension for repeated offenses at the discretion of the administrator. Students may not work on the A+ program during lunch detention.

## **Out of School Suspension**

Out-of-school suspension will result in those cases involving drugs, alcohol, violence, tobacco, cumulative misbehavior and those acts designated as gross misconduct. There is a zero tolerance policy at SCLA in regards to physical confrontations. Students will be allowed to turn in all work and make up all tests and exams on the second day of student attendance after the end of the suspension. Any work not turned in will result in a zero for each assignment.

Students are not allowed to participate in or attend any SCLA , CACC, or their home district's activities for each day of the suspension (before, during or after school).

Students suspended two times in one semester will result in a staff meeting to determine appropriate placement. It is possible that after the second suspension a student could be removed from the program.

The 105 ILCS 5/10-22.6 provides parents or guardians of a suspended student an opportunity to ask for a hearing for suspension. The purpose of this hearing is to allow parents who believe their son/daughter has been unjustly treated an opportunity to appeal the suspension. If parents request a hearing, it must be done in writing to the Superintendent or to the Principal within ten (10) days of the suspension. The Hearing Officer will then set a meeting to hear the case and make a recommendation to the School Board.

## **Removal and Returned to Home School**

When a recommendation for removal due to behavior is approved, a student is removed from SCLA and given alternative options or returned to the home school. Dropped

students are not allowed to return to SCLA for the remainder of the semester in which dropped.

If a student is removed from the program, students take the exit grades with them at the time of exiting the program. It is important to note that students dropped late in the semester have a very slim chance of being able to be successful back at their home school and having to pass their final exam.

### **Restitution**

Students are responsible for payment of any damage to school property when that damage is caused by negligent, irresponsible or intentional behavior. Students who damage school property may be subject to arrest and/or police intervention.

## **DISCIPLINARY CODE AND GUIDELINES**

Discipline in the schools is not intended to merely serve as a punishment. Rather, it is more importantly intended to be a means of maintaining order and to reflect the proper governance of the school. Discipline should provide a constructive learning experience emphasizing the importance of each student's responsibilities to respect and preserve the rights and welfare of others.

All disciplinary procedures will be handled with immediacy and parents will be notified by mail or phone. We believe this to be important to the student as well as the atmosphere of the school. Every effort shall be made on the part of the school administration to see that a student's due process rights are not violated. Any conference in these procedures, whether initiated by the school or the parent, will be held within three days of the infraction. These procedures pertain to all SCLA students and may apply to infractions that occur during the school day, on the way to and from school, on the school bus, and at special school events. Misconduct by students involving school staff outside of school or school property at any time may also result in school disciplinary consequences.

## **REFERRALS TO LAW ENFORCEMENT AUTHORITIES**

When appropriate, referrals will be made to the police or State's Attorney for any criminal action.

### **SCHOOL RESOURCE OFFICER**

A school resource officer is on duty in the CACC building during the school day and can be utilized at any time we feel it is necessary.

### **CAMERAS/VIDEO SURVEILLANCE**

To help ensure the safety of students, staff, and property, the following areas are subject to video surveillance.

- Hallways
- Areas immediately outside the building
- Parking lots
- Common areas
- Offices

## **SEARCH AND SEIZURE**

The administration reserves the right to conduct random unannounced searches. A student's person, pockets, book bag, automobile, locker, purses, wallets or any other item may be searched or inspected by school administration.

### **Reasons for search would include:**

- Suspicion of being under the influence of drugs / alcohol
- Suspicion or admission of theft.
- Suspicion or admission of possession of illegal articles such as tobacco, drugs, weapons, ammunition, pagers, or other items not allowed on school property.
- Possession of items deemed unsafe for student's use or possession.

Parents may be notified by an administrator if any item is confiscated from a student. Ammunition, weapons, controlled substance, or other contraband will be turned over to the appropriate law enforcement agency.

## **METAL DETECTORS**

To ensure school safety, handheld metal detectors can be used to scan students and visitors upon entering the building or SCLA hallway.

**Students refusing to be searched may be removed from the program.**

## **APPROPRIATE ATTIRE AND APPEARANCE**

The framework or guidelines in dress and attire will follow what is generally considered proper for school and are conducive to the student's health and safety. Choosing appropriate dress is an important vocational and social skill. Students at SCLA are expected to wear clothing in a neat, clean, and proper manner. According to the guidelines from the legal department of the Illinois State Board of Education, appropriate student dress will be determined by health and safety factors and factors that do not substantially and materially disrupt the education process.

Guidelines for appropriate dress and attire are as follows:

1. Tennis shoes are recommended during PE classes.
2. **Crew neck or collared shirts are required.**
4. Students will wear clothing that is not revealing or unsafe, or does not disrupt the learning environment. Examples of unacceptable attire include clothing that reveals undergarments, boxers, underwear, or sags at the waist or underarms; tops that expose **ANY** cleavage or waist; V-neck shirts, swoop neck shirts, camis, **pants with holes above the knee if skin is showing**, short shorts and skirts (shorts and skirts must be knee length); and clothing that is see-through or frayed to the point of being revealing.

4. Students must wear shirts that are at least three inches in width at the shoulder. Halter, off the shoulder, backless tops, or tops with spaghetti straps are not acceptable school attire. Tank tops are permissible when worn with a hoodie, another shirt, or sweater that does not fall off of the shoulder.

6. Students will not wear clothing which is obscene, profane, a source of advertisement which references tobacco products, bars, alcoholic beverages, cults, racism, drugs, sexual and body part references and the like.

7. Students will wear attire appropriate for indoor academic life. Examples of **unacceptable** attire are blankets, bandanas, costumes, hats, ball caps, stocking caps, sunglasses, sweatbands, head coverings, pajamas, pajama pants, and slippers. Spiked apparel or chains may not be worn. Hooded sweatshirts are permissible but **hoods must be kept down**.

8. Any inappropriate tattoos must be covered while present at school.

9. Students are not allowed to wear any forms of head coverings, including bandanas and sweatbands.

All students are expected to comply with the appropriate attire guidelines listed above and will be required to do one of the following if found in violation:

1. Change into appropriate apparel of their own at school.
2. Change into school provided apparel, which must be returned.
3. A minor referral will be given for violations
4. Repeated violations will result in **additional consequences**

Any student not willing to change will receive a major referral and either be sent home with an unexcused absence or removed from the student population for the remainder of the day. All final decisions on dress code violations will be made by the administration.

10. Book bags, duffel bags, back packs, etc. are not allowed at SCLA. Small purses/clutch bags with a maximum size of 4.5 inches x 6.5 inches are allowed.

### **CAFETERIA CONDUCT / RULES**

1. Food must be taken to and remain in the cafeteria.
2. Drinks and food purchased from the snack bar, vending machines or outside of school must remain in the cafeteria or will result in confiscation of items.
3. Refrigeration is available for sack lunches.
4. Students must remain in the cafeteria or designated areas as assigned.
5. Students are expected to clean up after themselves and keep the noise level down.
6. Students are not allowed to wander from table to table.
7. No students will be allowed to order outside food for lunch.
8. Snack bar is available for purchasing lunch.
9. Upon arrival all students are to remain in the cafeteria until the bell rings.
10. No loitering in the hallway.
11. Students are not allowed to leave the campus at lunch
12. If school lunch is ordered, it must be picked up. (Even before getting in the snack bar line)
13. If lunch is brought in, it must be left at the security station and the student will be

- notified.
14. Students reporting to a teacher's classroom must have prior written permission by the classroom teacher.
  15. Lunch **must be** consumed during the set lunch period.
  16. There should be no interaction between SCLA students and students of other programs.

Administration discourages the use of the CACC vending machines and snack bar. Healthy breakfast and lunch are served on a daily basis through our programs. Breakfast is served from 8:15 – 8:45 each morning in the CACC commons. Lunch is served from 11:40 – 12:10.

### **CELL PHONES/ ELECTRONIC DEVICES**

Students will not be allowed to use cell phones/charger/I-watch/ headphones at school during regular school hours. If a student brings his/her cell phone into the building, **it must be turned off before coming upstairs at the beginning of the day and out of sight during the rest of the school day.** If the phone goes off, vibes, alarms, etc.. the phone will be confiscated. (Sim cards and batteries are to remain in the phone) Offenses of this policy will result in confiscation of the phone and will follow the progression listed below:

- 1st Offense – Minor Referral, phone taken and student may pick-up phone in Office at the end of the school day.
- 2nd Offense – Minor referral, phone taken and parent will be called to pick up the phone.
- 3<sup>rd</sup> Offense – Loss of cell phone privilege, minor referral, parent must pick up phone, and student is subject to search upon entering the building. (student may turn the phone into the school office upon arrival or leave it at home)
- 4<sup>th</sup> Offense – **Referral** – lunch detention and parents must pick up the phone.
- 5<sup>th</sup> & 6<sup>th</sup>, etc. **Referral – Searched upon arrival, 2 lunch detentions and parents must pick up phone.**

**SCLA is not responsible for lost or stolen items.**

If a student needs to use the phone they may use the office phone.

### **SMOKING OR TOBACCO PRODUCTS**

Smoking, use, or possession of any tobacco products is prohibited on school grounds at all times, or at any school activity whether off campus or at school. The possession of tobacco paraphernalia, electronic cigarettes includes, but is not limited to: rolling papers, lighters, loose tobacco, tobacco oils, vape pens, lighters, and matches. Failure to abide by the above will result in the following penalties:

1st offense: Confiscation, major referral, and possible 1 to 3 day suspension

2nd offense: Same as above plus Tobacco Contract, subject to further searches, possible 3 to 5 day suspension.

3rd offense: Same as above plus searched upon arrival and 5 day suspension from school and possible discussion of placement.

## **LEVELS OF MISCONDUCT**

### **Level One Misconduct:**

Consequences for violation of acts of misconduct range from administrative conference, detention, loss of break, major referral, or parent contact at the discretion of the administrator. These include but are not limited to:

### **Academic Dishonesty/Plagiarism**

Students detected using cheat sheets, copying from other students, or submitting another person's work as though it were their own, or assisting another student in cheating, will be given a zero on that assignment or test and held to be in violation of this policy.

### **Articles Prohibited**

Problems arise each year because students have articles that are hazardous to the safety of others or interfere in some way with the education process. These items and others as determined by the administration that interfere with the educational process or present a safety problem are absolutely prohibited at school. If these items are present, they will be taken from the student and placed in the office for return upon parental request.

Possession or use of electronic signaling devices i.e. Apple/Smart Watch, Bluetooth capable items, Ipods, headphones, electronic books, etc. are not allowed. If these articles are found in a student's possession, they will be confiscated and may be presented to the local law enforcement authorities. Subsequent violations will be treated as gross misconduct.

Personal listening devices will not be allowed in classrooms. These items should not be worn or utilized in the halls.

Other prohibited items include toy guns, water pistols, pocket knives, chains, video games, sling shots, laser pens, pets, dice, any game of chance, magazines with nudity or promoting illegal activities such as drug use or violence.

No musical devices are allowed at school.

### **Buying, Selling and Trading**

There will be no buying, selling or trading of any items on school grounds by students

### **Forgery, Misrepresentation/ Dishonesty**

Forgery, misrepresentation of the truth or lying is prohibited. This includes forged notes or misrepresenting parents when calling to excuse absences or early dismissals.

### **Gambling**

### **Insubordination**

All students are expected to follow all reasonable requests of school personnel. Refusing to follow the directions of school personnel will not be tolerated.

### **Offensive Language / Conduct / Gestures / Racial or Ethnic Slurs**

Students are reminded that all students have the right to an educational atmosphere that is free from racial and/or ethnic insults and slurs. The use of offensive language, gestures, and offensive conduct such as spitting, throwing food, etc., is also prohibited and will not be tolerated. Any derogatory remark that refers to a person's color, race, sex, religion or sexual orientation, is absolutely prohibited.

### **Pranks / Practical Jokes / Horseplay**

Occasionally students participate in pranks or practical jokes against their peers or staff members that could result in serious injury or bodily harm. These pranks have no place in the school setting and are disruptive and potentially dangerous.

### **Public Display of Affection**

Any display of affection. This includes but is not limited to holding hands, hugging, sitting on laps, kissing, arms around another, and touching of any body parts.

### **Violation of Acceptable Use Policy**

Students that are found to be in violation of the district's computer/internet user policy will be subject to revocation/suspension of internet access, network privileges, and/or computer access. Consequences may also include lunch detention, suspension, or removal from program; and legal action and prosecution by the authorities. The entire acceptable use policy is available in the back of the handbook.

### **Violation of Vehicle Safety Rules**

In addition to penalties for violation of closed campus policy and/or unexcused absence policy, students may have their permit suspended, lose driving privileges, and/or be towed at the owner's expense. Driving behind the school without permission is not allowed. Repeated violation of motor vehicle rules will be considered an act of Gross Insubordination and the appropriate penalties shall be applied. Additional guidelines for student parking can be found in the Student Transportation section.

### **Violation of Bus Rules**

From time to time, students may participate in class field trips. SCLA provides transportation through busing from the various districts that feed into our school. While students are on the bus, they are under the supervision of the bus driver, chaperoning teacher, and/or a bus monitor if one is present. Students may also be videotaped while on the bus. It is hoped the bus driver will handle most discipline problems. However, any flagrant rule infractions that are reported by the bus driver shall be handled according to guidelines established in the various districts.

## **ACTS OF GROSS MISCONDUCT**

### **Level Two Gross Misconduct:**

Acts of gross misconduct, which are seriously disruptive to the school program, create a health or safety hazard to others, and/or cause damage to school property shall result in temporary removal from school. Consequences range from possible referral to expulsion, suspension, restitution, prosecution **or removal from the program**. These include but are not limited to:

#### **Abusive Language**

Verbal or written to or about a staff member

#### **Drugs**

If a student is found under the influence of alcohol or other drugs the following consequence will apply: (Includes odor on breath, clothing, or other evidence of use).

1 <sup>st</sup> offense	One to three day suspension
2 <sup>nd</sup> offense	Three to five day suspension and possible removal from the program

If a student is found possessing drugs the following consequences will apply:

Three to five day suspension or removal from the program based on administrative decision, **and possible law enforcement involvement.**

#### **Extortion**

Use of or threatening the use of force in order to obtain another person's property or money.

#### **Failure to Identify Self**

### **Fighting or provoking a fight**

All students are expected to avoid dangerous physical contact with other students. Students who provoke, actively participate, or otherwise aid in the initiation or continuation of a fight between themselves or others will be held in violation of this code. Any student who participates in any type of physical confrontation may be removed from the SCLA program and returned to the home school immediately.

### **Gross Disobedience**

Behavior that disrupts the educational process or discipline of the school. This includes but is not limited to food fights, walkouts, etc.

### **Gross Insubordination**

Shall be defined as talking back or being verbally abusive to a staff member while failing to follow a staff member's direction, or repeatedly refusing to follow a direct order of an administrator or staff member.

### **Harassment/Initiation/Tagging/Bullying**

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse. Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors. Some examples of aggressive behaviors are, but are not limited to:

- physical: hitting, kicking, grabbing, spitting
- verbal: name calling, racist remarks, put-downs, extortion
- indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding or destroying another's papers or other possessions.
- written: threatening e-mail, notes, social media, electronic media and/or graffiti
- coercion: coercing or forcing other students into acts against their wishes
- electronic devices including but not limited to texting and social media: accessing, submitting, posting, publishing or displaying defamatory, inaccurate, obscene, profane, sexually oriented, threatening, racially offensive, harassing, illegal or personal information or material.

### **Membership / Participation in Gang or Group Acts**

Membership or solicitation on behalf of any "secret society" is prohibited as defined

in Section 31-1 of the School Code. "Gangs" as used in this policy shall mean individuals who associate with each other for criminal, disruptive, and/or activities prohibited by law, and/or by the school's rules and regulations.

No student on or about school property or at any school activity or at any school-sponsored event wherever held shall:

1. Display gang membership or affiliation; verbalize, wear, possess, use, distribute, or sell, any clothing, jewelry, emblem, badge, symbol or sign that evidences membership or affiliation in any gang;
2. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang or that is commonly associated with membership or affiliation; or
3. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
  - a. soliciting others for membership in any gangs;
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. committing any other illegal act or other violation of school policies
  - d. inciting other students to act with physical violence upon any other person.

First offense will result in parent/guardian conference, along with student and appropriate school personnel. The student will also be placed on a behavior contract. Violation of the behavior contract will result in the student being returned to the home school.

*Citation: Ill. Rev. Stat., ch. 122, par. 10-20.5  
Ill. Rev. Stat., ch. 122, par. 10-20.28  
Ill. Rev. Stat., ch. 122, par. 10-21.10  
The School Code of Illinois, Chapter 122, Article 31*

## **Repeated Violation of School Rules and Policies**

### **Sexual Harassment**

Harassment is defined as verbal or nonverbal comments or actions which may be offensive, intimidate, cause a person to feel uncomfortable or offended, or create an environment that makes learning or functioning difficult. Students who do not understand the difference between harassment and teasing or fooling will be referred to the office for further clarification.

A student who feels he/she is being sexually harassed is encouraged to bring the complaint to the attention of the Principal. If the Principal is allegedly involved in the harassment, the complaint should be taken to the Regional Superintendent of Schools.

- Such report shall be made in writing detailing the specifics of the charge.

- The Principal will investigate the report and determine a resolution of the case including any necessary and/or appropriate disciplinary action.
- If the student is dissatisfied with the decision of the Principal, the matter may be appealed in writing to the Regional Superintendent of Schools. If the student is dissatisfied with the decision of the Regional Superintendent of Schools, the matter may be appealed in writing to the Board of Control.

### **Theft/Possession/Transfer of Stolen Property**

### **Threats to Students and/or Staff Members**

### **Unauthorized Possession/Use of School Property**

### **Vandalism**

## **LEVEL THREE SEVERE GROSS MISCONDUCT**

Severe gross misconduct will result in a student being removed from SCLA and referred back to their home school.

### **Physical or Attempted Physical Threat or Attack on a Staff Member**

### **Arson/Setting Fires**

### **Assault and Battery**

### **Hazing**

### **Bomb Threats**

### **Fire Alarm**

### **Weapons Possession**

### **Fireworks**

### **Soliciting for narcotics, alcoholic beverages, or sexual services or any alleged illegal activities**

### **Distribution, purchase, or sale of a controlled substance, alcohol, or other intoxicant**

- anabolic steroid not administered under a physician's care and supervision
- any illegal drug, controlled substance, or cannabis (including marijuana and hashish)
- any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions
- drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

**Furnishing, selling, purchasing or possession of controlled substances,** look-alikes, drug paraphernalia, unauthorized use of over-the-counter drugs, weapons or alcohol. Look alike (counterfeit) drugs are defined as a substance not containing an illegal drug or controlled substance, but one (A) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (B) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

**Criminal damage to property or acts of misconduct which result in serious damage to or destruction of school property of staff or students**

**Engaging in any school activity, on or off campus, that:**

- poses a threat or danger to the safety of other students, staff or school property
- constitutes an interference with school purposes or an educational function is disruptive to the school environment

## **E-Learning Days**

### **COVID - 19 Rules and Requirements for SCLA In-Person Learners**

Due to the nature of COVID - 19, in person learners will be required to abide by the following requirements while in attendance. Failure to do so will result in a return to remote learning and/or possible removal from the program.

**Self Certification** - Self Certification is a process by which parents will be required to acknowledge they have checked their child for symptoms each day before they leave for school. Parents will be asked to “self certify” their child each day through their Teacherease Account. Details of this process will be provided during orientation.

**Face Masks** - Students must wear face masks at all times while in the building. Masks must cover both the mouth and nose. Students should provide their own mask.

**Social Distancing** - Students will maintain a social distance of six feet or more while in hallways and classrooms.

**Sanitizing** - Students will be asked to use hand sanitizer upon entering and exiting classrooms. Students will also be required to clean their desks or work areas upon entering and leaving work space. All cleaning supplies will be provided.

**Assigned Seating** - Students will be asked to remain in their assigned seat the entire period. Moving about the room without permission will be prohibited. Students will not be allowed to move desks or chairs. Sleeping will not be allowed.

**Hallways** - Students will follow social distancing guidelines while in the hallways and transitioning from class to class.

**Restrooms** - Students will be allowed to use the restrooms one person at a time. They will be asked to use hand sanitizer upon exiting and re-entering the classroom.

**Office** - Students are not allowed in the office.

**Classroom Rules** - Students attending in person must agree to abide by any and all classroom rules established to maintain a safe learning environment. Failure to do so will result in transfer to remote learning placement.

## **SCLA Building Procedures for Students**

### **Entering the Building**

- **IMPORTANT!** All parents and/or guardians **MUST** self-certify their child before they leave for school. Procedures are found on the Student Self-Certification page located in the registration packet. Students who have not completed this process will be denied entry to the building.
- All SCLA students will enter the building through the **NORTH** entrance to the building. Busses and/or parents will drop students off at the end of the north sidewalk between 8:15 and 8:45 am each day.
- Students arriving after 8:45 am must call the office to gain entrance to the building (217-529-3390).
- Upon entering the building, students must follow COVID - 19 guidelines. No exceptions! This includes properly wearing an approved mask (at all times), practicing social distancing, and washing hands at appropriate times. See COVID-19 Guidelines page for more information.
- Students will not be allowed in the office.
- Book bags are not allowed when entering the building.
- Upon arrival students will go immediately up the North stairs. They will pick up breakfast upon entering the SCLA hallway and proceed to their classrooms.

### **Upon Entering the Classroom**

- Once students arrive in their classroom, they are to remain seated unless they have permission to go elsewhere.
- Students will be required to wear an approved face mask, appropriately.
- Students will not be allowed outside the alternative education wing of the building under any circumstances. Students will be required to clean their work area upon arriving and leaving the classroom.

- Students will also be asked to use hand sanitizer each time they re-enter the classroom.

### **Leaving the Building**

- Students leaving the building for the day must exit through the north doors of the building. Upon leaving for the day, students may not re-enter the building.

### **Lunches, Breaks, and Rest Rooms**

- Until further notice, all students both in person and remote will be on full days. All student breaks will take place in the alternative education wing and outside (when possible).
- All students will use the restrooms located in the alternative education wing.

### **Expectations:**

- Each student needs to have access to wifi in order to participate in the SCLA Program.
- Each student will need a device such as a computer, laptop, chromebook to work on their classes. If you do not have a device you will need to check with your home school to see if you can check-out one of their devices to use.
- Google Classroom will be used during these days.
- Students will be expected to log in and participate in the virtual classroom with whatever platform the teacher is using (Google Meets, Zoom, etc.) A student will be marked absent and will be required to make up missed work if they do not participate.
- Virtual classes will be approximately 45 minutes long each.
- If students do not participate in E-Learning days they will be subject to the Regional Office of Education being notified and a formal truancy paperwork will be filled out.
- In the case of a long-term crisis, students will be expected and responsible for setting up a meeting each week to meet virtually with each of their teachers one on one.
- Attendance will be kept.

### **ADMINISTRATIVE AUTHORITY**

The administration reserves the right to make or change any rules that are necessary and proper to ensure order and to protect the health, life and safety of the faculty, staff and student body. Should it become necessary to make additions to this handbook, the additions will be properly displayed on an officially designated area near the office. These rules will become effective immediately upon their posting, after an announcement has been made to the school.

