

SAFE ACHIEVE ACADEMY-2

WEST CAMPUS



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STUDENT HANDBOOK



Welcome to Safe Achieve,

This Student Manual, containing the Student Code of Conduct (School Code), explains accepted behavioral and academic norms, policies and procedures at Safe Achieve. As a student attending Safe Achieve, you must demonstrate a complete understanding of the School Code. If you have any questions about any component of the School Code, Safe Achieve staff expects you to ask them for assistance. The Student Code is designed to help you focus on your education and behavior and do your best!

Welcome and Stay Positive!

Joseph Haley
Executive Director

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School Dress Code

The Purpose of Safe Achieve Academy's Dress Code is to facilitate a learning focused environment where students are not distracted by things of a materialistic nature. Please remember that any clothing or items deemed inappropriate will be confiscated. Parents or guardians may come to the school to pick up any of these items. While in Safe Achieve Academy's custody, such items shall be stored in a secured area. Safe Achieve Academy is not responsible for any lost or stolen items. Items will be returned only to parents at their convenience during school hours.

School Uniforms (Mandatory)

Students are to wear the prescribed school uniform, described below, while attending Safe Achieve Academy. Any student not wearing the appropriate attire will be sent home, please note that for your convenience we do have shirts for sale here at the school. The school uniform consists of the following:

SHIRTS –

- Navy Blue long/short sleeved Polo shirt.
- The shirt must always be tucked in pants.
- Students needing more warmth can wear an all-white, Navy Blue or Black shirt or long-sleeve underneath the prescribed school shirt.
- **Shirts that do not conform to this policy will be confiscated by school personnel and the student will wear an approved shirt provided by Safe Achieve.**

PANTS –

- Khaki/tan Pants (no shorts).
- Pants that have multiple pockets (pockets on the sides of the legs, cargo pants, etc.) do not conform.
- Pants must be properly sized and belted at the waist. (Pants must not be oversized, baggy, or too tight)
- Pants with split seams at the bottom of the pants are not acceptable. Front pockets on all pants must be able to come out.

BELTS –

- A plain **Black** or **Brown** Belt with Buckle must be **Worn at All Times.**
- Any belt and/or buckle with an insignia, studs, etc., will be confiscated and the student's parent or guardian will be required to pick the item up.

SHOES –

The following footwear will not be permitted:

Slip on shoes, sandals, mules or flip-flops

Sneakers without laces and sneakers with marking soles

Steel toed work boots

Heels higher than one inch

Footwear must be always tied

Any student out of uniform will be allowed to wear a loaner uniform, provided by the school.

Prohibited Items

Safe Achieve Academy prohibits certain items being brought or worn to school to ensure that our students are focused on academics and safe while on school property.

- **Jewelry of any kind** including watches, rings, earrings, necklaces, bracelets, piercings, etc. If jewelry is brought to school, it will be confiscated and must be picked up by a parent or guardian.
- Displaying **gang affiliation** of any kind.
- Clothing or apparel with lettering or pictures of any kind.
- **Book bags and backpacks** are not permitted.
- **Head gear, sunglasses and headphones** of any kind may not be worn in the building. **“Accommodations will be made for head coverings worn for cultural, medical or religious reasons.”**
- **CELL PHONES or other electronic devices.** School personnel will confiscate these items, and a parent or guardian must pick them up.

*To ensure a safe environment for our students and staff, all students will be searched in an appropriate manner, by authorized personnel.

Student Appearance

At Safe Achieve Academy we are preparing our students for post-secondary success. They will be exposed to professionals from various institutions of higher learning and the workplace via on and off campus visits. Therefore, we want them to always be conscious of their appearance.

- Hair, including facial hair, should be neat and groomed.
- Female hair should be neat and only covered rubber bands and clips allowed. Combs, clips, brushes, hair picks, hair beads, and barrettes are not allowed.
- Fingernails should be clean and trimmed.

Money

To limit certain behavioral issues that may arise due to lost or stolen money, students may not bring more than \$10.00 to school. **Purses are not permitted.** Money must be in the form of paper money. If a student brings more than \$10.00 to school, school personnel will hold the money to be picked up by the student's parent or guardian. **Safe Achieve is not responsible for any lost or stolen money.**

Food/Drinks

For health and safety purposes, outside food and drinks are not permitted in the building. Safe Achieve provides a nutritious breakfast and lunch program for our students. Dietary needs will be handled individually.

Attendance

Safe Achieve Academy conforms with all laws, rules, and regulations relating to attendance as prescribed by the Chicago Public School System. Safe Achieve follows the Chicago Public Schools adopted school year calendar, therefore those written policies and rules adopted by the Chicago Public Schools that govern pupil attendance with section 703.1 Absenteeism and Truancy, shall apply. **Safe Achieve takes student attendance very seriously. Students are expected to attend every day of instruction.**

Excused Absences

The Chicago Public Schools Policy Manual provides excused absences in certain cases. In cases where the absence is not anticipated, the student's parent or guardian must notify the school by telephone, and appropriate documentation verifying the student's absence must be provided to the school when the student returns. **In all cases, a parent or guardian must verify the excused absence in writing.** A listing of the most common situations for excused absences follows below.

Valid Cause for Absence

- Illness
- Observance of a religious holiday
- Death in the Immediate Family (parents, legal guardians, spouse, brothers, sisters, children, grandparents, parents-in-law, brothers-in-law, sisters-in-law, aunt and uncles.)
- Circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parents or legal guardians concern is subject to evaluation by the executive director, principal or other Board officials, on a case-by-case basis)
- Other situations beyond the student's control as determined by the executive director or the principal on a case-by-case basis, including homelessness and its attending difficulties. (Students who may be homeless should be referred to the Homeless Education Department of the Office of Specialized Services for additional assistance.)

Inclement Weather

School may be closed on "bad weather" or "inclement weather" days. Local television stations or radio stations, and/or the Chicago Public school's website may have information about school cancellations or delayed schedules due to bad or inclement weather. Parents or guardians are asked to follow any announcements made by the Chicago Public Schools. In the event school is closed due to bad or inclement weather, students will be required to attend school on scheduled make-up days for the same number of days' school was closed.

Unexcused Absences

An absence for which there is no valid cause known to the executive director or principal or attested by a letter (or note) signed by the parent or legal guardian setting forth such cause and approved by the executive director or principal either before or after the date of absence.

- Unexcused Absence -- a student's parent or guardian will be notified and informed of the consequences of any further unexcused absences from school.
- If a student is on probation, the student's probation officer will be contacted.
- Students will fall behind academically and therefore put themselves in jeopardy of failing.

Tardiness

Students need to be here one time!

All students are required to enter the school facility on time. Any student who comes to school after such time will be required to provide documentation that identifies the student's name, reason for tardiness, telephone number, and signature of the parent/legal guardian or health care professional. Each note is subject to review by the School Administrator to determine if the tardy is excusable.

Make-Up Work Procedures

All students will be given the chance to complete work missed or make-up computer time resulting from all absences, if the student has brought documentation to excuse their absence. Once proper documentation has been verified, each student must approach their teacher to make up for the missed work. Students will have a few days equal to the number of days of absences to complete missed work. The time allowed to complete missed computer time during absences will be determined by the classroom teaching staff. Failure to turn in work or complete work within the timeframe provided may result in the student receiving no credit for the work missed.

Student Rights

Safe Achieve students have rights and responsibilities, which are listed below:

- Students have a right to fair and impartial treatment.
- Students have a right to be informed of Safe Achieve Academy norms pg.8, expectations, procedures, and policies relating to school operations.
- Students have a right to an educational experience free of harassment, intimidation, threats, harm, assault, and humiliation.
- Students have a right to fair and impartial treatment regardless of race, national origin, color, creed, physical handicap, or sexual orientation.
- Students have a right to nutritious meals, sanitary facilities, and a safe, functional, and maintained facility.
- Students have a right to proper medical attention.
- Students have a right to participate in both indoor and outdoor recreation.
- Students have a right to report any problem or to register complaints regarding any aspect of the school without fear of punishment in accordance with published grievance procedures.

Student Responsibilities

- Students are responsible for following the norms, procedures, schedules, and directives of school personnel while at school.
- Students are responsible for always showing respect to students and staff and may not use language or exhibit behavior in a manner that would be demeaning or vulgar, or that would imply any type of prejudice or discrimination toward any student.
- Students are responsible for conducting themselves lawfully by not accepting or passing contraband, and by not violating the law.
- Students are responsible for requesting necessary medical care.
- Students are responsible for making up work when they are absent.
- Students are responsible for maintaining good personal hygiene (ex: clean clothes, well-groomed hair and fingernails, etc.).

Behavior Management

Norms

Safe Achieve Academy has norms in place to help its program operate efficiently. A norm is an **expected group behavior**. This means it is what most people do (Example: "Around here at Safe Achieve Academy we treat everyone with respect"). The norms listed below are Safe Achieve Academy's expectations of student behavior:

- We respect each other
- We treat school personnel with respect
- We don't fight or horseplay
- We don't play staff on staff
- We don't steal
- We keep our shirts tucked in and our shoes tied
- We don't tolerate graffiti
- We don't lie
- We don't support negative behavior

Five Basic Behavior Norms

1. **Nobody has the right to hurt another person.**
2. **Education and the classroom are sacred**
3. **We will never behave in a way that will discredit ourselves, our school or our family.**
4. **A Safe Achieve Academy student is always acts with integrity.**
5. **We take Pride in Safe Achieve Academy.**

Five Academic Norms

1. **We respect the opinions of others**

2. **We respect the culture of the classroom**
3. **We are attentive and participate**
4. **We have high expectation of ourselves our peers and our teachers**
5. **We are here to focus on preparing ourselves for post-secondary endeavors**

Safe Achieve Academy wants students to take leadership roles. Students are expected to help themselves, fellow peers and teachers throughout the school. We call this the “Help Norm” and all students are expected to promote a positive, normative environment at Safe Achieve Academy.

Expected Student Behaviors

- **Be on time and be on task** – Attend class on time and persist at activities until completed as assigned
- **Cooperate with others** – Interact and comply with school personnel and other students appropriately
- **Follow all norms/policies** – Effectively direct actions to maintain expected behaviors.
- **Use self-control** – Refrain from impulsive behavior by self-monitoring your behaviors.
- **Complete all work/Make-up work/Correct work (as necessary)** – Finish all assignments, consult with teachers to make-up work and correct assignments, as instructed.

Unacceptable Behavior

- Playing staff on staff (ex: When said “no” by one staff; going to another staff to get a “yes”)
- Rude and disrespectful behavior towards staff and/or peers
- Refusal to follow directions
- Classroom disruption
- Cheating or copying the work of another student
- Drugs on campus
- Being under the influence of an alcoholic beverage or an intoxicant while on school property or any other school function
- Fighting
- Damaging or destroying school property
- Truancy
- Conspiracy (ex: helping another student violate school polices)
- Gambling
- Theft
- Hazing, bullying, and/or racial slurs
- Arson
- Felonies of any nature
- Indecent behavior (obscene and vulgar behavior)
- Serious or persistent misbehavior

Consequences for Failing to Follow Norms

- Student Conference
- Possible loss of status (rating)
- Parent Conference
- Loss of privileges
- Special Assignments
- Behavioral Contracts/Action Plans
- Removal from class and extra-curricular activities

- Incident Report
- Referral to a probation officer for possible violation
- Referral to a law enforcement agency for appropriate legal action
- Violation of probation or Arrest

Safe Achieve Academy School Incident Report

A Safe Achieve Academy School Incident Report will be generated when a student exhibit any of the following behaviors:

- Major disruption of the educational process
- Threat or harm to themselves or others
- Destruction of school property
- Persistent misbehavior
- Fighting
- Graffiti
- Terrorist threats
- Vandalism
- Contraband (i.e. drugs, weapons, pornography etc.)
- Gang affiliation
- Physical Restraint
- Any incident that is deemed inappropriate by Safe Achieve staff

Chain of Command and Grievance Policy

Student Orientation

When a student arrives at Safe Achieve Academy, their Team Leader provides orientation of Safe Achieve norms. The student is made aware of the academic and behavior modification plans used at the school. During this orientation, a teacher or staff advisor will inform the student that if they have a problem while at Safe Achieve, they may use any or all the following steps in the grievance process:

- Discuss the problem with your peers
- Discuss the problem with your Titans Club Members
- Discuss the problem with your Campus Executives
- Discuss the problem with your teacher or Student Advisor
- Discuss the problem with your Behavior Specialist
- Discuss the problem with your Team Leader
- Discuss the problem with your Director of Operations, Executive Director or Principal or other school administrators.

Rating System/Responsibilities

Opportunity

Reserve for all students with documented behavior problems

Students on the “Opportunity” level will not have the privileges that their peers who are rated higher. **DOING NOTHING**, here at Safe Achieve Academy, **IS NOT AN OPTION** and will cause the student not to progress. Students are expected to do their work and behave according to the norms.

Developmental

At the Developmental level, students may be unsure of the processes and methods used at Safe Achieve Academy but are able to demonstrate the ability to adjust to the normative culture in the following ways:

- Become more vocal in confronting the negative behavior of their peers
- Demonstrate support for and maintenance of the normative culture at Safe Achieve
- Grows personally, cognitively, and behaviorally whole at Safe Achieve.

A Neutral’s time should be spent doing something educational (doing homework, reading a book, studying.) **DOING NOTHING**, here at Safe Achieve, **IS NOT AN OPTION** and may result in the student’s status being dropped one level. Students are expected to do their work and behave according to the norms.

Strength

Student demonstrates the ability to confront negative behavior and supports the positive normative culture at Safe Achieve on a consistent basis in the following ways:

- **Is vocal in confronting the negative behavior of their peers**
- **Supports and maintains the normative culture at Safe Achieve**
- **Grow personally, academically, and behaviorally while at Safe Achieve**
- **Demonstrates appropriate behavior constantly while on campus or at off-campus events**

At the Strength level, the student is being observed by school personnel for their ability to consistently confront negative behavior, and for their ability to consistently maintain and promote positive behavior. School personnel are looking to see if the student has the leadership qualities and decision-making abilities to become a school leader. School personnel are also observing the student’s ability to interact appropriately with other students with minimal or no staff direction. The student is also being observed to see if the positive student is helping their peers. A Positives’ time should be spent doing something education (homework, reading a book, studying). **DOING NOTHING**, here at Safe Achieve Academy, **IS NOT AN OPTION** and may result in the student’s status being dropped one level.

PLEDGE

Once a student has earned Pledge status, they are issued a Pledge Log. **Completion of the Pledge Log is required for the student to move to the next level.** Pledges’ must demonstrate the following:

- Is consistently vocal in confronting negative behaviors of other students (documented in Pledge Log)

- Demonstrates pride in their Pledge Log
- Consistently supports and maintains the normative culture at Safe Achieve
- Provides appropriate mentoring to new students, with staff guidance.
- Exhibits leadership in all areas relating to Safe Achieve
- Grow personally, academically, and behaviorally while at Camelot

At the Pledge Level, the student should be effectively using their time in confronting their peers and by filling out their Pledge Log. It is very important that the student understands that school personnel are observing their confrontation style with other students and will look at their Pledge Log to see who they have been confronting, the reason for the confrontation, and the overall appearance of the Pledge Log. The Pledge Log and the student's behaviors will determine if they are promoted. **DOING NOTHING, here at Safe Achieve, IS NOT AN OPTION and may result in the student's status being dropped one level.**

Titans

- Has completed their Pledge log and is now at member of the Student Government:
- Is consistently vocal in confronting the negative behavior of their peers
- Supports and maintains the normative culture at Safe Achieve Provides mentoring for new students and lower status students consistently
- Supports school personnel in all areas consistently
- Proves leadership in all areas at Safe Achieve
- Ensures Processes are followed correctly and communicates with school personnel concerning school-related issues
- Grow personally, academically and behaviorally while at Safe Achieve
- Consistently sets a positive example and standard of conduct while on campus and attending off-campus events.

The students should be self-directed in confronting and enforcing the normative culture at Safe Achieve Academy. They should be role models for all other students on campus. Being a club member means the student is trusted, can make decisions, and consistently maintains positive behaviors. Club members are responsible for supporting and maintaining the normative culture at Safe Achieve. **DOING NOTHING, here at Safe Achieve, IS NOT AN OPTION and may result in the student's status being dropped one level.**

EXECUTIVE

Students have earned the highest status of the Club, and by doing so, are an official in student government:

- Is vocal in confronting their peers consistently
- Supports and maintains the normative culture at Safe Achieve
- Mentors' new students and lower-level students consistently
- Supports school personnel
- Ensures processes are followed correctly and communicates with school personnel concerning school-related issues
- Grows personally, academically, and behaviorally while at Safe Achieve
- Sets the positive standard of conduct while on campus and on off-campus events.

As an Executive, the student has achieved the highest level of trust for students. They should be confronting and enforcing the normative culture at Safe Achieve. They should lead by example and consistently assist other students with their problems. All Executives **MUST** have strong decision-making abilities. Issues and problems are reported to the Executives, and they are relived upon by school

personnel to make good decisions and to ensure all students are treated fairly. **DOING NOTHING, here at Safe Achieve, IS NOT AN OPTION and may result in the student's status being dropped one level.**

Interventions

Safe Achieve culture is based on positive peer group pressure and redirection. School personnel and students must model pro-social behaviors and redirect all negative and/or anti-social behavior using the Seven Levels of Intervention. The following seven levels will serve as a guide in establishing and maintaining Safe Achieve Academy's positive normative culture:

1. Friendly Non-Verbal

The friendly non-verbal directive is the first level of intervention. When a staff member observes a student who is violating school norms, they will give the student a helpful non-verbal gesture. These gestures are made with the eyes, hands, etc. These gestures are used to change the behavior of the student immediately at the time of the problem. Non-verbal gestures are given with empathy and are designed to effect change.

2. Concerned Non-Verbal

If a student does not respond appropriately to a non-verbal directive the next level of intervention is concern non-verbal. School staff shall verbally communicate a directive to the student designed to eliminate the school norm violation. Helpful verbal communications are delivered cordially, focusing on concern with the student involved in the incident.

3. Helpful Verbal

If the student does not respond to the concerned non-verbal, the next level used of intervention is helpful verbal. School staff shall verbally communicate a directive to the student designed to eliminate the school norm violation. Helpful verbal communications are delivered cordially, focusing on the concern with the student involved in the incident.

4. Concerned Verbal

After a student has been given a helpful verbal communication concerning his negative actions and disregards this step, the next level of intervention is concerned verbal. The verbal communication concerned informs the student in question that their actions have become a serious concern to that staff member. The staff member accomplishes this by using different voice levels, facial expressions and non-physical actions.

5. Student-Staff Support

Staff support is requested when a student ignores the concerned verbal communication. Other staff members and students will be requested to lend support to the confronting staff. This is used to alert the student that his/her actions have reached a high level of concern and to enlist peer group pressure to help alleviate the situation. **THIS IS THE LAST LEVEL IN WHICH STUDENT ASSISTANCE MAY BE SOUGHT.**

Student Activities

Guided Group Interaction (GGI)

The students will take part in GGI Monday through Friday directed by a staff facilitator. GGI is a form of group process that utilizes peer pressure to change behaviors. GGI also focuses on enhanced group

dynamics, the importance of positive peer group pressures in relation to delinquency, and methods for observing and channeling of peer group pressures. The objective of GGI is to alter anti-social and delinquent behaviors and is achieved by directing behavior toward pro-social goals. A GGI curriculum will be implemented, and students will earn state credit.

Titans Club

The Titan's Club is the student government at Safe Achieve. This group is responsible for developing positive peer leadership, supporting the positive normative culture, and providing an opportunity for students to gain recognition for pro-social behaviors and growth. As a reward for their positive behavior members will have access to the Titans Lounge and on and off campus trips and activities. All students are eligible to become a part of this high-status club.

Medical

Safe Achieve Academy has a school nurse on staff assisting students with their individual care. Based on the nurse's evaluation, the student may be sent back to class or the student's parent, or guardian may be called to pick the student up. If a medical emergency exists, students may be transported to local hospitals for medical attention, and parents or guardians will be notified.

Any student who needs medication during school hours must have all necessary documentation completed. The student's parent or legal guardian **must bring the medication to school and check it in with the school nurse. Under no circumstances will students be allowed to transport medications to school.** Student medical prescriptions will be dispensed by the nurse.

Leftover medications or those that must be sent home must be picked up by the student's parent or guardian. **Under no circumstances will medications be sent home with the student.**

Faith's Law

Sexual Abuse Response and Prevention Resource Guide

Faith's Law is named after prevention advocate and child sexual abuse survivor Faith Colson, who graduated from an Illinois high school in the early 2000s. Faith's Law was passed by the Illinois General Assembly as two separate pieces of legislation. The first legislation established the definition of sexual misconduct within the Illinois School Code and outlined the requirements for schools to develop and post employee code of professional conduct policies. The second legislation adds employment history reviews as part of the hiring and vetting process for schools and school contractors, requires notices to be provided to parents/guardians and the applicable student when there's an alleged act of sexual misconduct, and makes other changes to the process schools must follow when handling allegations of sexual misconduct. As a result, ISBE has developed a resource guide that is available on its website (www.isbe.net) and includes guidance for pupils, parents or guardians, and teachers about sexual abuse responses and prevention resources available in their community, including the contact information of entities that provide services for victims of child sexual abuse and their families.

The Sexual Abuse Response and Prevention Resource Guide can be found on the Illinois State Board of Education website (www.isbe.net) at:

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf#search=faith%27s%20law>

In addition, a copy of the Sexual Abuse Response and Prevention Resource Guide will be provided to parents/guardians, upon request. Please contact the School Administrator to request a hard copy of the Resource Guide.

By signing this document, you indicate you have received and reviewed the Safe Achieve Student/Guardian handbook. Your signature is an indication that you are aware of what's expected of your student, our procedures and the behavior management program.

Date: _____

Compliance with this handbook is essential for your success at **Safe Achieve Academy**. The handbook will be reviewed during each student admission, Town House Meetings, and on your individual learning communities. Each student is responsible for their own conduct and familiarizing themselves with the norms listed in this handbook.

Student's Signature: _____

Parent/Guardian: _____

Operations Director: _____

Safe Achieve Academy-2 West Campus