Southland Academy

Student & Parent Handbook

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Disclaimer: This Student-Parent Handbook contains and describes the operating policies and procedures that must be followed by all teachers and students if the school is to be operated efficiently and effectively. The Southland Academy, Inc., The Southland Board of Trustees, and the Head of School of Southland Academy reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules, and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

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I. INTRODUCTION

Mission Statement

Southland Academy's mission is to provide a firm foundation on which each student can build a strong mind, body, and spirit.

Creed

- We believe that education is the process of acquiring "God's Truth and Light"; therefore, an educational institution should be based on Christian principles – practicing prayer and Bible study.
- We believe character building and personality development to be of prime importance in the process of academic achievement.
- We believe in the practice of complete honesty with ourselves and others.
- We believe in always helping others when it is honorable to do so.

School Philosophy

Our staff believes that education provides experiences and information designed to lead to the fullest development of young people as individuals and as members of a society. Our curriculum is an earnest endeavor to prepare each young person to continue his/her education, to discover passions in life, and to improve the world.

The teachers recognize that differences exist among individuals in their abilities, interests, and needs. Realizing these divergences, the staff attempts to discover the special qualities of each student. Employing this knowledge, the school offers a broad program from which students may benefit in varying degrees and attempts to provide suitable experiences in which each student may find answers to his/her problems.

Southland teachers strive to be alert to their opportunities to guide students in choices of courses and professions. They gladly counsel individuals concerning personal experiences, point out their potential abilities, and help to build confidence. The cooperation of students, parents, and teachers results in a spirit of goodwill and facilitates the solving of problems of all concerned.

Facilities

Southland Academy is located on a beautiful 55-acre campus in Americus, Georgia. This nine-building educational complex includes a K3 and K4 building, a K5 building, a lower school building, a middle school building, an upper school building, a media center, a music facility, a cafeteria, a wellness center, and two gymnasiums. The campus also includes athletic facilities including dressing rooms, a weight room, playgrounds, tennis courts, a baseball field, two softball fields, a football stadium, and a practice area for

football and soccer. There are fifty classrooms in addition to a chemistry lab, a biology lab, computer labs, two art rooms, and ample paved parking.

Organization and History

Southland Academy was chartered in 1966 in Americus, Georgia. The first classes began in September of 1967 in the old Anthony School building located on Anthony Drive in Americus. The school was composed of grades one through eight with an enrollment of 112 students. In 1970, Southland moved to its current location located at 123 Southland Road. The first graduation was in June of 1972 with a class of 59 graduates. Today, Southland has K3 through 12th grades.

The purpose of establishing the school was to make available a quality educational program for those who seek such a challenge, to expose the student to a Christian atmosphere that is conducive to learning, and to provide all the facets of education upon which good citizenship is founded. Fundamental classroom activities are presented to the student so that he can analyze problems, can perform before his peers, and can achieve distinction as an individual. Led by well-trained, highly qualified teachers, the student is encouraged to participate in his fullest capacity toward achieving the educational background he needs to prepare him for a productive adult life. In addition to regular classroom study, the student has opportunities afforded him in club work, athletics, music, and oratory so that his education will be one that is well-rounded and complete.

The school community is composed of parents, teachers, and others who actively contribute to the maintenance of the school. The Board of Trustees is composed of thirteen members who serve five-year terms. The terms are staggered so that two members are replaced each year, and three members are replaced every fifth year. The Board meets monthly to conduct the business of the school. The Board directly appoints the Head of School as the chief administrative officer with responsibility for the day-to-day operation of the school. Eight Heads of Schools have served Southland Academy in its history: Mr. Murphy McManus (1966-1970), Mr. Melvin T. Kinslow (1970-1995), Dr. William D. Gardner (1995-2001), Mr. Adam W. Smith III (2001-2007), Mr. William E. Stubbs (2007-2012), Mr. Ty Kinslow (2012-2020), Dr. Larry Collins (2020-2023) and Mrs. Patty Webb (2024-present).

Alma Mater

Hail to thee, our own dear Southland,
To thee we sing praise.
We will love thee best, dear Southland,
Throughout all our days.

Honor, truth, and
For eternity.
Southland,
our praises
That we sing to

valor lead thee

Southland, hear

thee.

K3 and K4	**8:15 am - 12:00 noon**
Grades K5 – 5	**8:15 am – 2:50 pm**
Grades 6-12	**8:25 am - 3:00 pm**
K3 & K4 Extended Day	**12:00 noon – 2:50 pm**
K3 – 5th After School Program	**2:50 pm - 5:30 pm**

Words by:

Gladys Crabb and LeNoir Shiver
1971

Hours of Operation

Bell Schedule for Grades 9-12

Bell Schedule for Grades 6-8

	Times	Bell Rings
Teachers Meeting	7:55	7:55
First Bell – Homeroom Period	8:20	8:20
Tardy Bell – Homeroom Period	8:25	8:25
Homeroom	8:25 - 8:31	8:25; 8:31
1st Period	8:35 - 9:30	9:30; 9:34
2nd Period	9:34 - 10:29	10:29; 10:33
3rd Period	10:33 - 11:28	11:28
Break	11:28 -11:38	11:38; 11:42
4th Period	11:42 - 12:37	12:37
Lunch	12:37 - 1:02	1:02; 1:06
5th Period	1:06 - 2:01	2:01; 2:05
6th Period	2:05 - 3:00	3:00
Students Dismissed	3:00	3:00
Teachers Dismissed (M-Th) Teachers Dismissed (Fri)	3:35 3:20	3:35

Alternate Schedule

	Times	Bell Rings
Teachers Meeting	7:55	7:55
First Bell – Homeroom Period	8:20	8:20
Tardy Bell – Homeroom Period	8:25	8:25
Homeroom	8:25 - 8:31	8:25; 8:31
1st Period	8:35 - 9:30	9:30; 9:34
2nd Period	9:34 - 10:29	10:29; 10:33
Break	10:29 - 10:39	10:39; 10:43
3rd Period	10:43 - 11:38	11:38
Lunch	11:38 - 12:03	12:03; 12:07
4th Period	12:07 - 1:02	1:02; 1:06
5th Period	1:06 - 2:01	2:01; 2:05
6th Period	2:05 - 3:00	3:00
Students Dismissed	3:00	3:00
Teachers Dismissed (M-Th) Teachers Dismissed (Fri)	3:35 3:20	3:35

AM Assembly Schedule

	Times	Bell Rings
Teachers Meeting	**7:55**	**7:55**
First Bell – Homeroom Period	**8:20**	**8:20**
Tardy Bell – Homeroom Period	**8:25**	**8:25**
Homeroom	**8:25 - 8:31**	**8:31; 8:35**
1st Period	**8:35 - 9:23**	**9:23; 9:27**
2nd Period	**9:27 – 10:15**	**10:15; 10:19**
3rd Period	**10:19 – 11:07**	**11:07**
AM Assembly	**11:07 - 11:38**	**11:38; 11:42**

PM Assembly Schedule

Alternate Schedule PM

	Times	Bell Rings
Regular Bell Schedule	**8:20 - 1:06**	
5th Period	**1:06- 1:46**	**1:46; 1:50**
6th Period	**1:50 - 2:30**	**2:30**
Afternoon Assembly	**2:30 - 3:00**	**3:00**

Rotating Schedule of Classes

Southland may utilize a rotating schedule of classes. This schedule allows for variety in the school week, affords a more equitable distribution of prime instructional time, and reduces the number of same-class absences due to extracurricular events.

II. POLICIES AND PROCEDURES

Admissions

Admission is by application only. Each applicant in grades K5-12 must take an entrance examination and submit a transcript and discipline record from the school(s) previously attended. Examination results and transcript information are evaluated by the School Counselor(s) and the Head of School who determines final admission and placement. Additionally, admission shall be based on a personal meeting with the parents and the student. Acceptance is also subject to vacancies in particular grades. Registration

fees, disciplinary records, and current school records must be received prior to receiving a test date. Immunization records, official birth certificate, social security number, and all prior school transcripts must be received prior to attending school.

Students who are pregnant or who have become a parent, who are married or have been married, or who have passed their twentieth (20^{th}) birthday may not be enrolled at Southland Academy.

Students entering the K3 program must be three years old before September 1. Students entering the K4 program must be four years old before September 1. Students entering the K5 program must be five years old before September 1, and those entering the first grade must be six years old before September 1.

After-School Hours

Students remaining on campus after regular school hours must be participating in supervised activities. Students not in a supervised activity (athletics, art, music, etc.) must be picked up by 3:15 pm. Lower School students should be picked up by 3:00 pm or be enrolled in the Extended Day Program. The school is not responsible for any student left on campus after 3:15 pm unless the student is participating in a school-sponsored activity or is enrolled in the Extended Day Program.

Care of School Property

Any student purposely destroying, marking, or defacing school property will be disciplined. Parents whose children have destroyed, marked, or defaced school property will be held responsible for restitution to Southland Academy for the loss of or damage to property. Serious offenders or repeaters will be subject to disciplinary actions that may include suspension, expulsion, or arrest.

Cell Phone/Electronic Device Policy

1. "Devices" refer to cell phones and other personal electronic devices. These are any devices utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or videos. This includes, but is not limited to, cell phones, smart watches, tablets, and gaming devices.
2. **"School day"** is defined as the period that a student is present on the school campus from their arrival until afternoon dismissal at the end of the instructional day. This policy may also apply to school buses, field trips, and athletic events, at the teachers' or coaches' discretion.
3. Grades 3K-5: no devices are allowed.
4. Grades 6-8: **No devices should be brought to school.** However, Southland Academy recognizes the desire for students participating in after school activities to have a "device." In this case:
    a. The devices **will be** collected by the homeroom teacher at the beginning of the school day.
    b. The devices will be securely stored and can be picked up at the end of the school day from the homeroom teacher.
    c. If a student checks in, the devices will be turned into the office prior to admission to class.
5. Grades 9-11: Southland Academy recognizes the desire for students participating in after school activities to have a
   "device." In this case:
    a. The devices **will be** collected by the homeroom teacher at the beginning of the school day.

b. The devices will be securely stored and can be picked up at the end of the school day from the Media Center (grades 9-11).
c. If a student checks in, the devices will be turned into the office prior to admission to class.

Southland Academy is not liable for any loss, theft, damage, or unauthorized use of a student's device that is brought to school.

6. Grade12: Seniors are allowed to bring a device to school. However, the device should be turned off and out of sight throughout the school day.

7. Exceptions:
   Students with specific accommodations listed in a medical plan will be allowed access to their devices during class time, within the limits of their accommodation.

Communication From Home

Messages will be delivered to students in class only when there is an emergency. We appreciate parents' efforts to make daily arrangements with their child before leaving home in the morning.

Notes from home sent with the student may be given directly to the teachers, or messages can be sent to the teacher's e-mail, voice mail (where available), or school receptionist. Teachers check their mailboxes, voice mail, and e-mail each day. If return communication is desired, the teacher will respond within 24 hours during the work week. Parents are discouraged from calling and/or texting students during school hours per our cell phone policy.

Computer System

Southland Academy Computer System
Terms and Conditions

General

1. Southland Academy provides employees and students with access to Southland Academy's electronic communication system, which includes internet access.
2. Users may not use the system for commercial purposes, defined as offering or providing goods or services, or purchasing goods or services for personal use.
3. Users may not use the system for political lobbying. Employees and students **may** use the system to communicate with their elected representatives and to express their opinions on political issues.
4. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities. All non-educational games are off-limits on the school's computers and network. Failure to abide by this rule may result in the loss of computer privileges or other consequences.
5. Southland Academy's Acceptable Use Policy will govern all use of the Southland Academy system.

Southland Academy Limitation of Liability

Southland Academy makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through Southland Academy system will be error-free or without defect. Southland Academy will not be responsible for any damage users may suffer including but not limited to loss of data or interruptions of service. Southland Academy is not responsible for the accuracy or quality of the information obtained through or stored on the system. Southland Academy will not be responsible for financial obligations or any harm arising through the authorized or unauthorized use of the system.

Search and Seizure

An individual search will be conducted if there is reasonable suspicion that a user has violated the Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

Selection of Material

When using the internet for class activities, teachers will select materials that are appropriate in light of the age of the students and that are relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students to access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.

Southland Academy Acceptable Use Policy (Computer System)

1. **Personal Safety**
   a) Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone, work address, etc.
   b) Users will not agree to meet with someone they have met online without their parent's approval and participation.
   c) Users will promptly disclose to teachers or appropriate school personnel any message they receive that is inappropriate or makes them feel uncomfortable.
   d) Under no circumstances are chat rooms allowed.

2. **Illegal Activities**
   a) Users will not attempt to gain unauthorized access to the Southland Academy Computer System or to any other computer system through the Southland Academy System or go beyond their authorized access. This includes attempting to log in through administrative accounts or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
   b) Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c) Users will not maliciously use the network to develop programs that harass or damage software components.
d) Users will not interfere with the school's instructional programs through electronics.
e) Users will not download music/videos without permission from a teacher.
f) Users not attempt to bypass security settings or Internet filters or interfere with the operation of the
network, including other devices connected to the network. Software designed to do so is prohibited on the Southland Academy network. Such software includes but is not limited to file sharing, VPN tunnels, port scanners, DDOS, network monitoring tools, packet sniffers, proxy servers,
or malware software.
g) The installation of unauthorized software, including browser extensions on school computers, is prohibited. Such software includes but is not limited to unapproved games and shareware.
h) Users will not use the Southland Academy network to engage in any illegal activity.

3. **System Security**
   a) Users are responsible for their individual actions.
   b) Users will immediately notify a teacher or system administrators if they have identified a possible security problem.

4. **Inappropriate Language/Privacy**
   a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
   b) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
   c) Users will not post information that, if acted upon, could cause damage or a danger of disruption.
   d) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
   e) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him messages, the user must stop.
   f) Users will not knowingly or recklessly post false or defamatory information about a person or organization.
   g) Users will not post private information about another person.
   h) Users will not pretend to be someone else by posting false information.
5. **Respecting Resource Limits**
   a) Users will use the system only for educational and professional or career development activities and limited, high-quality, self-discovery activities.
   b) Users will not download files unless approved by teacher or system administrators.
   c) Users must not visit/participate in chat rooms through the Southland Academy system.

6. **Plagiarism and Copyright Infringement**
   a) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user, including the use of AI.
   b) Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed

requirements. If the user is unsure whether or not he can use a work, he should request permission from the copyright owner.

7. **Inappropriate Access to Material**
   a) Users will not use the Southland Academy system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
   b) If a user inadvertently accesses such information, he will immediately disclose the inadvertent access to his teacher, the system administrators, or school Administration. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

8. **Personal Devices**
   All personal electronic devices will be subject to the Acceptable Use Policy of Southland Academy. An individual search of the device will be conducted if there is reasonable suspicion that a user has violated the policy.

Early Bird/Extended Day

Early Bird Drop Off

The Early Birds Program is provided for K3-Grade 5 to assist working parents who need to consistently drop off before 7:45 am. Students will enter the K3/K4 building from 7:30-7:45, and there is no charge for the program. Registration is required to ensure adequate staffing.

Extended Day

A supervised childcare program (K3-Grade 5) is available for an additional fee and is offered year-round for the convenience of parents. During the school year, students in grades 1-5 who are not picked up by 3:00 pm will be required to enroll in the Extended Day/After-School Care Program. Interested persons may contact the school office for more information.

Field Trips/Off-Campus Activities

Field trips are intended to expand and enhance learning beyond the regular classroom setting. Students will be excused from classroom activities for these school-sponsored off-campus events. These events do not count against the student as absences, provided they are approved in advance and are an extension of the instructional class or have a direct relationship to a course of study. Any student who chooses not to participate in the field trip is required to attend school. Schoolwork missed in all classes is the responsibility of the student.

Students who go on a field trip are required to have a permission form signed by a parent before leaving or by the deadline stated. A list of all persons on the trip must be turned into the Main Office before departure.

Students on field trips are reminded that school rules apply at all times. Students who fail to exhibit proper school behavior will be subject to disciplinary action. Students on school-sponsored activities are

expected to ride the transportation provided by the school to and from these activities. All teachers and coaches must utilize the parental permission signature sheets on the day of the event/field trip.

Parents may be invited to help chaperone students and/or provide transportation. A seat belt must be provided for each student. The number of chaperones may be limited due to space availability.

Financial Obligations

Senior accounts must be paid in full prior to receiving a cap and gown, walking at graduation, and obtaining a diploma.

Re-enrollment contracts shall not be offered nor will any transcripts, report cards, or school records be released or mailed for any student whose parent or other account obligors are in arrears.

Families that are in arrears more than 30 days will receive notifications of their status and should respond within 15 days as to an appropriate resolution. Failure to meet resolution commitments may result in the dismissal of a student any time during the school year.

Students whose accounts are in arrears of 60 days or more will not be able to participate in any extra-curricular activities.

Additional specifics regarding financial obligations are detailed within the enrollment contract.

Fire/Disaster Drills

Fire and disaster drills will be scheduled throughout the school year and should be repeated for the protection of life. Instructions are posted in each room, and teachers will inform students of proper procedures for evacuation and other procedures for their protection.

All drills are to be conducted as if there is an actual emergency.

Food Service

Pepi Foods, Inc. operates a cafeteria that provides hot meals and a la carte lunches daily for students. Students will not be allowed to charge their meals. Families may pay on-line or through their account on LunchTime, or students should bring money to purchase food from the cafeteria. Students are not allowed to leave campus for lunch. Seniors may leave campus for lunch one day a week that is designated by the Administration. Students may purchase food from the cafeteria or may bring lunch from home in the mornings. Students must eat in the cafeteria or in the designated outside areas. Food from off campus is not to be delivered to the school by any delivery service, by parents, or by friends. The Administration may approve special events.

Fund Raising

Any fund-raising project, school-based or otherwise, must be approved in advance by the Head of School. Fund raising activities should not interfere with instructional time.

Gender Identity

Southland Academy adheres to the GISA policy that gender is determined by the birth certificate.

Grievance and Complaint Procedure

Constructive criticism concerning the school is welcomed by the Head of School and the Board of Trustees whenever it is motivated by a sincere desire to improve the quality of the educational program or to assist the school in carrying out its responsibilities more effectively.

The Board of Trustees' primary function is to set policy, finance the school, and plan for its future. The Head of School and the school's administrative staff are responsible for the operational management of the school, which includes the administration of policy, the supervision of personnel, the development and implementation of curricula, and the maintenance of relationships with its constituents. The Board relies upon the administration to hear and adjudicate any grievances according to the policies set forth in the Parent-Student Handbook or the Faculty Handbook. The Board of Trustees has confidence in its professional staff members and has empowered them to perform these duties.

It is the desire of the Board and the school's administration to handle these matters in an efficient and expeditious manner. Only a parent, legal guardian, or legal representative shall have standing with the school to present a formal grievance. The following administrative procedure for the management of grievances or complaints has been adopted by the Southland Board of Trustees.

1. The teacher, coach, or staff member who is involved in the dispute should be contacted first to see if the matter can be resolved.

2. If the matter is unresolved or if additional clarification is needed, then the matter should be referred to the appropriate administrative staff member. The administrative staff members are the Assistant Head of School, the Lower School Director, or the Athletic Director. If the matter remains unresolved, the administrator will complete a Grievance Report and forward it to the Head of School.

3. At this point, the Head of School will interview the parties, interpret policy, and adjudicate the matter.

4. If the dispute involves the Head of School, then the chairman of the Board of Trustees should be contacted. The chairman will investigate the matter and, if he deems there is sufficient cause, report his findings to the Board for appropriate action.

Adopted, August 2012

Harassment

Southland Academy affirms its commitment to an environment which is free from all forms of harassment and which ensures that all employees, parents, and students are treated with dignity, respect, and courtesy. Any comment or conduct relating to a person's race, religion, age, or ethnic background that fails to respect the dignity and feelings of the individual is unacceptable. This policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend another employee or student.

Harassment may be physical, verbal, or non-verbal (including anything posted online). The use of disrespectful conduct such as vulgarity, slang, or racial slurs to insult, provoke, or otherwise intimidate another individual will not be tolerated. This includes but may not be limited to repeated acts of bullying, teasing, taunting, or "playing."

Incidents should be reported to the proper school authorities. Appropriate corrective and/or disciplinary action will be taken. Southland Academy will not tolerate any conduct that fails to comply with the letter and spirit of these guidelines.

Honor Code

The Southland Academy family believes that a thriving community functions best in an atmosphere of mutual respect and trust. We strongly value the ideals of honesty and integrity and expect each member of our community to adhere to these principles.

We believe our students should take pride in being a part of Southland Academy and should strive to uphold its values. We believe the actions of each member affect the atmosphere of the entire school. Therefore, each student should accept personal responsibility to uphold the Southland Academy Honor Code.

As a member of the Southland Academy family, I pledge to conduct myself in an honorable fashion and in a way that demonstrates respect for myself and others.

I will not participate in or encourage the following:

- *Cheating* – giving, receiving, or using any unauthorized information in schoolwork
- *Lying* -- deliberately telling something that is not true or intentionally creating a false impression
- *Stealing* – taking personal or school property in a dishonest manner with the intent to keep it or use it wrongfully
- *Plagiarizing* – incorrectly presenting someone else's writings, ideas, or work in an assignment, including the use of AI

By signing the Honor Code, all Southland students are accepting personal responsibility to uphold the Southland Academy Honor Code at all times.

On tests and other assignments (when applicable), students will write and sign the following honor pledge: I promise that I have abided by the Southland Honor Code.

The Assistant Head of School and Head of School will be made aware of all students who violate the Honor Code. Those students will face disciplinary action.

The following consequences will apply to all students upon entering the 6th grade and will accumulate through their 8th grade year. Upon entering the 9th grade, all offenses occurring during middle school will be removed. The following consequences will apply to all students upon entering the 9th grade and will accumulate through their 12th grade year.

First Offense- Parents will be notified. Student will be required to complete the assignment with the maximum grade of 50. Student will also serve two (2) days of detention with the teacher or Assistant Head of School.

Second Offense- Parents will be notified**.** Student will receive a grade of 0 on the assignment, serve four (4) days of detention with the teacher or Assistant Head of School, and will not be allowed to exempt the exams in the class where violation occurred.

Third Offense- Parents will be notified. The student will receive a grade of 0 on the assignment, serve one day of suspension, and will not be allowed to exempt any exams. If a student is serving in leadership roles (class officer, SGA, club officer, etc.), he or she will no longer be allowed to serve in those roles.

Fourth Offense- Parents will be notified. The student will be punished up to expulsion from Southland Academy.

Immunizations

All students entering Southland must have a Georgia Department of Human Resources Certificate of Immunization (form 3231) on file at the school. Immunizations may be obtained from the Health Department and/or family physician. All students must have a certified birth certificate as well as an up-to-date immunization form.

School officials and parents allowing a child to attend school without an immunization certificate are in violation of state law without proper exemption documentation. Parents should always send an updated copy of their child's immunization form to the school office when additional vaccines are administered.

Inclement Weather

In the case of inclement weather and/or cancellation of classes, the school will disseminate instructions and information through school email and website, local radio stations, and area television stations. Students, faculty, and staff should never report to school when it is unsafe to do so.

Injuries and Illnesses

An accident report will be prepared on all injuries that occur during the school day. The school staff will treat minor injuries. Students who are ill will be comforted until a parent can be located. In the event of

more serious situations, the school staff will administer emergency first aid. If the school is unable to locate a parent or emergency contact and the situation is serious, an ambulance will be called, and the student transported to the nearest medical facility at the parent's expense. Parents are asked to report any injury or illness to the school. Students with a fever or illness should not return to school until the student has been fever free/symptom free for 24 hours without the aid of fever reducing medicine. Students who have a communicable disease shall not attend school until a medical authority declares the student free of disease. If a student becomes ill or injured at any time, a faculty or staff member must be notified immediately.

Insurance

The school accident insurance may be obtained on an optional basis at the beginning of the school year. The school will provide students with additional information on coverage and costs. The school accident insurance is encouraged for students participating in school activities; however, this insurance does not cover all activities. All claims should be submitted directly to the insurance carrier. Forms are available in the Main Office. Southland Academy will not be responsible for medical bills incurred during these activities.

Students participating in competitive athletics will be required to have proof of insurance. Forms are available from the Main Office.

Internet Use

Southland Academy may provide access to the internet for students, faculty, and staff. Students must have permission from parents to access the Internet at school. The *Internet Acceptable Use Policy* is found in this handbook.

The use of the internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. A student's activities while using the internet at Southland must be in support of education and research and consistent with the educational objectives of The Southland Academy, Inc. and the Southland Board of Trustees.

In addition, a student accessing the internet from a school site is responsible for all on-line activities that take place through the use of the internet. When using another organization's network or computing resources, students must comply with the rules appropriate for that network.

Misuse of the Internet Policy includes but is not limited to inappropriate usage; use without permission; transmission of profane, vulgar, obscene, or inappropriate language or material; or failure to follow usage guidelines.

Social Media Guidelines

In accordance with the Southland Academy Honor Code, we expect Southland students to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions.

1. In the online environment, students must follow Southland Academy's Honor Code and GIAA Code of Good Behavior and conduct themselves online as in School.
2. Think before you post. Southland asks students to use discretion when posting to the internet.
3. Southland reserves the right to request school-related images or content posted without permission to be removed from the internet.
4. Do not misrepresent yourself by using someone else's identity.
5. Social media venues are public, and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
6. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you would not want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking forums represents you forever.
7. When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
8. Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
9. Online stalkers and identity thieves are a real threat. Never share personal information including but not limited to Social Security numbers, phone numbers, addresses, exact birthdates, and pictures with parties you don't know or on unsecure sites.
10. Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without your knowing about it, you could be held accountable.
11. Cyberbullying is considered an act of harassment. See the Southland Student Handbook for detailed information.

Items Left At Home

Parents should not deliver items directly to a classroom as these interruptions distract the students and disrupt the learning process. Items should be brought to the school office. The school asks that parents cooperate with us in our efforts to encourage our students to be responsible for getting to school with the items they need.

Lockers

All students in grades 6-12 are assigned a school locker. Lockers should not be marred or damaged. Lockers are the property of Southland Academy and remain at all times under the control of the school. The school does not accept any responsibility for any property kept in the locker. This applies to personal items and any school property issued to a student. Students should mark all personal belongings for identification and should always have the lockers closed.

Students are expected to keep lockers neat and clean at all times. Students should not write in the lockers, put stickers on the lockers, or otherwise deface the interior or exterior.

School-issued locks may be used on physical education lockers only. All lockers are the property of Southland Academy and are subject to unannounced search or inspection at any time. (See Search and Seizure Policy: Locker Searches)

Lost and Found

Students are responsible for their textbooks and other school property issued to them as well as their personal property. Lost and found boxes are located in each building. Students are encouraged to come by the Office to check on articles that are missing. Clothing items that remain unclaimed for 30 days may be donated or discarded.

Medication

Students who need prescribed medicine during the school day must have the medicine in the original container with the label identifying the name of the student, the name of the medicine, the name of the doctor, and the dosage. These medications must be accompanied by the downloadable "Medication Form" available at www.southlandacademy.org. Office personnel will administer the medications in grades K3-12

If a student has a serious medical problem that could require immediate attention, instructions and medication(s) must be kept in the main office. The school secretary, counselor(s), and teacher(s) must be made aware of the situation. It is the parents' responsibility to notify the school of special medical conditions of their child.

Nuisance Items

Students assume responsibility for any item brought to school. Students should NOT use any item that becomes a nuisance such as a laser pointer, electronic games, etc. Additionally, students should not bring items to trade, sell, loan, or show to others. Permission may be granted by the Administration in special circumstances.

Parent-Teacher Conference/Appointments

Southland Academy welcomes the opportunity to discuss classroom performance, behavior, or any other topic with students and parents. Parents are encouraged to confer with teachers first. The school will often initiate conferences, and parents are expected to attend. Parents who sense a change in a student's behavior or who have a concern about an academic, social, emotional, or disciplinary matter should feel free to initiate a conference themselves.

Conferences with a teacher must be scheduled through the Lower School Director or counselor in grades K3-5 and the counselor in grades 6-12. Conferences may be held before school, after school, or during the teacher's planning period. Conferences with administrators should be scheduled through the main office.

Pledge of Allegiance

Each morning students recite the Pledge of Allegiance while standing respectfully with hands over their hearts. All students are asked to stand and show proper respect for the American flag during the pledge. The faculty and staff will be sensitive to the beliefs and traditions of all students.

School Telephones

Students should use the courtesy telephone in the Main Office when calling parents for reasons of injury, illness, emergency, etc. An administrator or secretary must speak with a parent before allowing a student to check out of school.

Search and Seizure Policy

To protect the school environment, safety and welfare of students and school personnel, school authorities may search a student, a locker, or an automobile under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials in the search.

1) **Personal Searches:** A student's person and/or personal effects (e.g. cell phone, purse, book bag, etc.) may be searched whenever the Administration has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If the Administration has reasonable suspicion to believe that a student has on his/her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such searches may only be conducted in private by the Administration unless the health and safety of any person will be endangered by the delay that might be caused by following these procedures.
2) **Locker Searches:** Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the care and security of their lockers. The Administration, for any reason, may conduct periodic general inspections of lockers at any time without notice, without consent, and without a search warrant.
3) **Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property. The interior of students' vehicles may be inspected routinely or whenever the Administration has reasonable suspicion. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.
4) **Seizure of Materials:** If one of the above properly conducted searches yields inappropriate or illegal materials, such findings may be turned over to the proper authorities.

Telephone/Address/Email Changes

It is the responsibility of the parent to inform the school of changes in address, email, and/or phone numbers. The school must be able to contact a responsible adult in case of an emergency or for other important issues.

Textbooks

Textbooks are provided to students pursuant to the Tuition Policies as set forth by the Board of Trustees. Such books are the property of Southland Academy and must have proper care. Students who lose textbooks or damage the books will be required to pay restitution. Students will also be required to pay for textbooks damaged beyond normal wear.

1. Textbooks will be numbered and issued to the students.
2. Teachers will make a record of all textbooks issued.
3. Students who lose books will be required to pay for the books immediately. A record is made of this transaction so the money can be returned if the book is found.
4. A student's name should be in his assigned book. This should be done immediately at issuance.
5. Teachers should have random checks at least once per nine weeks.
6. Students should not write in textbooks.

Tobacco-Free School

The use of tobacco products will not be allowed on campus at any time. There are no designated smoking areas, and smoking is not allowed anywhere on campus. This restriction applies to extracurricular activities and athletic events.

Visitors

All visitors, including parents, must report to the school office to sign in upon arrival and receive a visitors' pass. Visitors should sign out upon departure. Students may not have visitors during the school day unless approved by the Administration.

III. SCHOOL ATTENDANCE

Absences

Regular classroom attendance is essential to a child's learning. Make-up work does not provide the same stimulation of thought as class discussion, teacher presentation, demonstration, or lab work. Therefore, absences for causes other than illness or emergency are to be avoided. Parents can be most helpful by not asking permission to schedule vacations beyond those times allotted in the school calendar.

School policy states the reasons students may be absent from school as the following:

1) Personal illness
2) Illness, death, or emergency in immediate family
3) Religious holiday observed by student's faith
4) Doctor, dental, or orthodontist appointments
5) School-sponsored functions with **prior approval**
6) College visitations with **prior approval**
7) Absences mandated by government agencies

Absences for reasons not listed above must be cleared through the Administration **in advance**. After five (5) absences, the administration may require a doctor's excuse.

All daily attendance is handled through the main office. Therefore, when it is necessary for a student to be absent from school, a parent must notify the main office by phone or email to **attendance@southlandacademy.org**.

Lower School Attendance

If a Lower School student misses more than ten (10) days, parents will be notified by the school. Students with absences in excess of twenty (20) days will be subject to review by the lower school academic committee, which consists of the Lower School Director, Head of School, and grade level teachers, to determine eligibility for promotion and continued enrollment. As a result of the review, parents may be required to sign an attendance acknowledgement/agreement.

Middle School/Upper School Attendance

Missing a total of twenty (20) class sessions in any one course for the year (ten [10] in a semester course), unless due to catastrophic circumstances, jeopardizes a student's chances for receiving credit in that course. Any student exceeding the maximum limit of absences will require a review by the Administration. The Administration will review each case and determine appropriate action related to course credit, promotion, placement, or continued enrollment due to excessive absences. As a result of the review, parents may be required to sign an attendance acknowledgement/agreement.

Each teacher should notify the Administration and parents in writing when a student has ten (10) absences in a course (five [5] in a semester course). It is the responsibility of the parent to monitor a student's attendance.

A student must be present at least thirty (30) minutes of the class period to be counted present in the class. Students must be present three and a half (3 ½) hours to be counted present for the day. **A student cannot participate, practice, play, or perform in any extracurricular activity on a day when he/she has not met the attendance requirement**. Extenuating circumstances should be brought to the attention of the Administration.

A daily absentee report listing all students who are absent, check ins, and check outs will be e-mailed to all teachers twice a day—once around 9 am and once after school.

Checking In and Out of School

If a student is tardy to school, he/she must report to the main office to sign in and receive an admittance slip before being admitted to class. The student should then report directly to class.

Students are urged to use the courtesy phone in the Main Office for emergency, illness, or injury. Before a student can check out of school due to an emergency, illness, or injury, the parent must notify the main office by email, by phone call or in person. An Administrator or administrative assistant must be notified by a parent before the student is released. Additionally, a student will not be released to anyone other than a parent without parent notification.

Students may only check out and return three (3) times without a note from a doctor.

When a student knows in advance that he/she must check out, such as for a doctor, dental, or orthodontist appointment, the parent should notify the main office by phone or email (**attendance@southlandacademy.org**). This notification should contain the student's name, the date, time, and reason for the early dismissal.

In grades 3K-5, the notification should be given to the homeroom teacher, and the teacher will allow the student to leave at the appropriate time. In grades 6-12, the notification should be to the main office during or before homeroom. An administrator reserves the right to call a parent to confirm a student's early dismissal. The student should communicate with the teacher of any classes he/she may miss to collect assignments, etc. The teacher will allow the student to leave at the appropriate time. In all grades, the student (or parent) must sign his name to the checkout roster in the Main Office. The check-out note remains in the Main Office.

A student cannot participate, practice, play, or perform in any extracurricular activity on a day when he/she has not met the attendance requirement.

Make-up Work

Work missed as a result of a student's absence must be made up when the student returns to school. It is the responsibility of the student to make arrangements with each teacher to make up work within the time allowed. Generally, it is expected that the period of time required to make up work will not exceed twice the time out of class. Extenuating circumstances regarding make-up work will be decided on a case-by-case basis.

When an absence is only for a day, tests shall be made up upon the student's return to school. Long standing assignments are due the day the student returns to school if the student was absent on the original due date. If a student is tardy and misses a test, the student shall make up the test that day.

Any make-up schedule may involve pre-arranged time after school.

Planned Absences

Individual requests for absences or for reasons other than illness or family emergency must be made by submitting a "Request for Absence" form, located on Southland's website, at least five (5) school days in advance of the absence. The main office will notify teacher(s) of the impending absence and allowing for make-up work for an absence. Students must talk with teacher(s) two days prior to the advanced absences to collect work or schedule make up work.

Tardy to Class

Four (4) minutes are allowed between periods. The classroom teacher should deal with unexcused tardies. Students are allowed two (2) tardies a semester to each class. **On the third (3rd) and subsequent tardies, the student will serve detention.**

Tardy to School – Grades K3-5

In Lower School, ten (10) tardies constitute one (1) absence. Should a student have perfect attendance for the year but amassed ten (10) or more tardies, the student will not receive a Perfect Attendance Award.

Tardy to School – Grades 6-12

A student who arrives at school after the 8:25 am bell is tardy to school. If the student arrives at school after 8:25 am, he/she must report to the Main Office and sign in. Students will be allowed five (5) tardies to school, per semester, without penalty. Excessive tardies will result in disciplinary action imposed by an administrator. Every ten (10) tardies accrued will constitute one (1) absence.

In addition to the above consequences, student receiving more than ten (10) tardies per semester are ineligible for semester exam exemptions.

IV. ACADEMICS

Academic Probation

Students in the 1st through 12th grades may be placed on academic probation. A few situations may deem a student to be on academic probation; however, a student who fails two or more classes for the year will be placed on academic probation. The student will remain on academic probation for at least one school year. At the end of the school year that a student has been on academic probation, the determination will be made as to the best course to serve that student. This may include tutoring or resources, additional course work during the summer, or dismissal from Southland.

Advanced Placement/Dual Enrollment

Advanced Placement courses are designed to serve both talented and highly motivated students. Students interested in AP courses must receive a recommendation from the appropriate teacher. The courses are governed by the College Board.

The Dual Enrollment Program provides for students who are at least 16 years of age or older and who are classified as juniors or seniors to take courses part time at Georgia public colleges, universities, or

technical institutions where they have been accepted to receive post-secondary credit hours. To qualify, students must be "on track" at Southland Academy. All CPC units must be earned at Southland Academy. No student may take a college course to replace an upper school Carnegie unit. Based on demand and availability, college courses may be offered and taught on the Southland campus. Only dual enrollment courses taught on Southland's campus are included in Southland's GPA.

Interested students should contact the Counseling Office for information on admission and other requirements. Acceptance into this program is determined on a case-by-case basis.

Awards and Recognitions

In May of each academic year, Honors Day programs are held in the Melvin T. Kinslow Gymnasium. The dates of these programs are found on the school calendar. Parents are encouraged to attend.

Lower school students in grades 3, 4, and 5 who have received special recognition and distinction in various activities are honored at an awards ceremony before their peers and special guests. Teachers also present subject area awards to outstanding students.

Middle school students who have received special recognition and distinction in various activities are honored at an awards ceremony before their peers and special guests. Faculty members present subject area awards to outstanding students. Other awards include honor students and club presidents.

Upper school students who have received special recognition and distinction in various activities are honored at an awards ceremony before their peers and special guests. Colleges and universities present scholarships and certificates of merit based on academic achievement. Community organizations and special guests present awards and scholarships, and faculty members present subject area awards to outstanding students. Honor Students, STAR Student and STAR Teacher, Honor Graduates, Salutatorian, and Valedictorian are honored at this ceremony.

Challenged Material

From time to time, there can be conversations over the appropriateness of material. When a student or parent challenges the appropriateness of material, it should be raised to the teacher who has given the assignment. If possible, the teacher will substitute the material or attempt to modify the objection. However, when a substitute cannot be used, the challenged material should be brought to the department head to see if another solution can be found. Southland Academy believes students should be exposed to age-appropriate material as part of the educational process. There are times when a student may not participate in an assignment and would NOT receive credit.

Exemptions

1) Seniors may be exempted from first semester exams in any subject in which they have a semester average of 90 or above and six (6) or fewer absences for the semester.

2) Seniors may be exempted from final exams in any subject in which they have a yearly average of 80 or above and twelve (12) or fewer absences for the year.

3) Students in grades 9-11 may be exempted from one (1) first semester exam. A semester average of 90 or above and six (6) or fewer absences are required.

4) Students taking honors courses in grades 9-11 may be exempted from one (1) honors course with a 90 or above average and one (1) regular course with a 90 or above average at the end of the first semester. Six (6) or fewer absences are also a requirement for exemption. It is possible to be exempted from two (2) honors courses with a 90 or above average and six (6) or fewer absences. A student may be exempted from a maximum of two (2) exams, and one (1) of these must be an honors/upper division course.

5) Students in grade 8 may be exempt from Algebra I/Algebra I Honors with an average of 90 or above and six (6) or fewer absences at the end of the first semester.

6) Students in grades 9-11 may be exempted from final exams in any subject in which they have a yearly average of 90 or above and twelve (12) or fewer absences for the year (six [6] or fewer for semester courses).

7) Students in grades 6-8 may be exempted from final exams in any two subjects in which they have a yearly average of 90 or above and twelve (12) or fewer absences for the year. In addition to the two regular exemptions, 8th grade students taking Algebra I may be exempted from the final exam with yearly average of 90 or above and twelve (12) or fewer absences for the year.

8) Exemptions are a privilege. Conduct will be considered. The eligibility of a student with chronic disciplinary issues to exempt is determined by the administration.

9) A student who has been suspended (out of school suspension) will not be exempted from any exam during the semester he has been suspended.

10) The absence requirement for exemption privileges includes all absences and applies to each individual class period. Extenuating circumstances may be considered by the administration.

11) A student with more than ten (10) tardies during a semester will not be exempted from any exam during that semester.

12) Students with one (1) honor code violation cannot exempt the course in which the violation occurred. Students who have two (2) honor code violations will not be allowed to exempt any exams.

Grade Promotion (Grades 9-12)

The number of credits required for grade placement is as follows:

To be classified as 9th grade:	Passed 8th grade satisfactorily
To be classified as 10th grade:	Earn a minimum of 5 Carnegie units, including English I and math
To be classified as 11th grade:	Earn a minimum of 10 Carnegie units, including English II and math
To be classified as 12th grade:	Earn a minimum of 15 Carnegie units, including English III and math
To graduate from Southland Academy:	Earn a minimum of 22 Carnegie units that meet the program of study requirements for a college-prep diploma as set by the State of Georgia and the Board of Trustees

Grade Promotion (Grades 6-8)

A student who is promoted in grades 6-8 must pass four (4) out of five (5) academic subjects. Academic subjects include English, math, science, social studies, and reading.

Students are required to pass both English and math or attend a credit recovery program in these subjects to be promoted.

Grade Promotion (3K-5)

Students in grades 3K-5 must meet requirements to be promoted to the next grade. Each grade has specific requirements based on several factors including but not limited to grades, attendance, test scores, teacher evaluation, and teacher recommendation.

Grading System/GPA

Southland Academy calculates numeric GPAs. The Board of Trustees has established the following grading scale:

A	90-100
B	80-89
C	70-79
F	0-69 FAILING
I	INCOMPLETE
S	SATISFACOTRY
U	UNSATISFACTORY
N	NEEDS IMPROVEMENT

Advanced Placement courses and dual-enrollment courses taught on Southland's campus (ten [10] points) and Honors Courses (three [3] points) are weighted at the appropriate time in determining grade point average. Report cards and transcript reflect **unweighted** grades.

An incomplete grade must be cleared by the end of the next grading period, or a failing grade will be recorded.

Each teacher should explain the class grading policies and procedures to the students at the beginning of the course.

Homework

Homework is an important part of the learning process. Students should expect to have homework assignments. Good college preparation requires both effective in-class learning and effective out-of-class preparation. Homework serves several purposes. First, homework is used to reinforce classroom instruction. Second, homework is used to prepare the student for the next day's instruction by reading, gathering information, or reviewing notes. Teachers may use homework to increase student achievement and to build independence and responsibility. Assignments should be of a meaningful nature and of a reasonable length. Students should make it a point to have homework assignments ready when they are due. Homework/assignments will be published weekly on the appropriate school site.

During times when the student body is involved in increased extra-curricular activity, it is recommended that the teachers announce homework assignments a few days in advance and adjust test schedules accordingly, whenever possible.

Honor Graduates

A senior will achieve honor graduate status on the basis of having maintained an overall academic average of 90 or above for his/her four years of upper school studies. Consideration for Honor Graduate status will be given to students with an academic average of 90 or above for course work of academic classes taught on Southland Academy's campus. Any student who transfers to Southland Academy at any time during upper school must have an academic average of 90 or above for course work at Southland Academy and have an overall academic average of 90 or above for his/her four years of upper school studies to be considered for Honor Graduate status.

Honor Roll

To recognize outstanding academic achievement, students in grades 3-12 may earn Honor Roll status. Students in grades 3-5 who have an "A average" in the academic subjects at each nine-weeks grading period will be named to the Head of School Honor Roll. Students in grades 3-12 who have an overall average of 90 or better in the academic subjects will be named to the Honor Roll.

Report Cards / Progress Reports

Report Cards will be issued at the end of each nine-week grading period. In grades 6 through 12, progress reports will be available near the mid-term of the nine weeks through the Parent Portal. Parents may still request a paper copy of the progress report if they wish. The exact dates on which progress reports

and report cards are issued are listed on the school calendar and on the school website. Report cards are to be signed by the parent(s) and returned to school the following day.

Progress reports and report cards will not be issued to students with financial obligations.

STAR Student

The senior who has the highest score on the SAT and who ranks among the top 10% of the senior class is selected as the STAR Student. To qualify for STAR Student, certain SAT restrictions apply as required by the sponsoring agency of the STAR Student award. The STAR Student selects the STAR Teacher.

Summer Credit-Recovery Program

The summer credit recovery program is only for the purpose of making up unsatisfactory work and is not for additional credit. A student must have a minimum of a 60 average and be registered for the upcoming school year to enroll in the program.

Summer School Credit

A student who does not have a 60 average may enroll for summer school credit. Administrative approval in advance is required. A student may only receive two (2) credits during one summer.

Tests / Exams

In grades 9-12, exams will be given at the end of each semester and will count 20% of the semester grade. Quarter 1 average, quarter 2 average, the semester exam will comprise the semester 1 average. Quarter 3 average, quarter 4 average, and the semester exam will comprise the semester 2 average. Semester 1 and semester 2 averages will comprise the yearly average.

Sixth graders will have quarter exams each of the four quarters. These exams will count 20% of the quarter average. Quarter 1 and quarter 2 averages will comprise the semester 1 average. Quarter 3 and quarter 4 will comprise the semester 2 average. Semester 1 and semester 2 averages will comprise the yearly average.

Seventh graders will have quarter exams in quarter 1 and quarter 3. These exams will count 20% of the quarter average. Seventh grade will continue to have semester 1 and semester 2 exams during normal semester exam time. Quarter 1 average (which will include the quarter exam), the quarter 2 average, and the semester 1 exam (one-seventh of the semester average) will comprise the semester 1 average. Quarter 3 average (which will include the quarter exam), the quarter 4 average, and the semester 2 exam (again one-seventh) will comprise the semester 2 average. Semester 1 and semester 2 averages will comprise the yearly average.

Eighth grade exams will be given at the end of each semester and will count one-seventh of the semester grade. In a yearlong course, the final grade is the average of the first and second semesters.

Algebra I and Physical Science are considered upper school courses and follow the same grade calculations as an upper school course.

Students should make every effort to be present to take all exams at the regularly scheduled time. Absences will be excused only for illnesses and family emergencies. Exams will be made up at the time determined by the teacher and/or administration. Extenuating circumstances should be called to the attention of the Administration prior to the exams.

Valedictorian and Salutatorian

The Valedictorian is the student with the highest numerical average for all academic courses taken in grades 9-12. The Salutatorian is the student with the second highest numerical average for all academic courses taken in grades 9-12.

For Valedictorian and Salutatorian recognition, only academic courses taught on Southland Academy's campus will be used for numerical averages. For any student who transfers to Southland Academy during upper school, academic transfer courses, along with academic courses taught on Southland's campus will be used for numerical averages.

In the case of any tie for Valedictorian or Salutatorian, multiple winners can be named. To be considered for the scholastic honor of Valedictorian or Salutatorian, a student must attend upper school at Southland Academy a minimum of three (3) years and must take a minimum of five (5) AP courses.

V. STUDENT SERVICES

Southland students are encouraged to participate in school activities in which they have an interest or ability. The school offers a wide range of student activities that should appeal to all students. In addition to participation, students are encouraged to support the school by their attendance at various school activities such as sporting events, social events, and other school functions.

Athletic Competitions

All Southland Academy students are admitted for free to all regular season athletic events at the school. Post-season playoffs games are not included. Georgia Independent Athletic Association (GIAA) mandated admission charges for all post-season playoff games will be charged to all students.

Athletics

Athletics provide a worthwhile program for our students by teaching them the meaning of personal integrity and the basic principles of competition, sportsmanship, and fair play. We strive to promote the personal growth and physical well-being of our student-athletes and guide them in life to become the best they can be. The integrity of the school's athletic program will not be compromised. Adherence to the rules is mandatory.

The school offers many opportunities in athletics in which a large percentage of the student body can participate. All athletes and parents are required to complete an "athletic packet" prior to participation in any sport. The packet contains a parental permission form which discusses the inherent potential for injury in athletic participation, a current physical examination form to be signed by a doctor, a proof of insurance form, and a medical release form authorizing emergency treatment if needed. Participants also have the responsibility to read and follow the safety guidelines found on the forms. These forms will be kept on file with the athletic director.

Tryouts dates for athletic teams are announced in the morning and afternoon announcements and in assemblies, and they are posted throughout the school. It is the responsibility of prospective student-athletes to keep abreast of the dates of tryouts for each sport. The final selection of all teams rests with the coaches.

Athletic Eligibility

Students participating in athletic competitions must be in financial good-standing, academic good standing, and disciplinary good standing. Students in grades 6-12 who are members of competitive athletic teams must meet the following GIAA eligibility requirements:

A student must be enrolled in 5 academic courses. For a student to be eligible for the second semester, the student may fail only 1 academic course. A student who passes 5 unit subjects, or their equivalent, for the second semester or for the year is eligible for the following year. Of the 5 unit subjects, 3 units MUST be in the following subject areas: Language, Science, Social Studies, Mathematics, and Business Education. Excluded from any credit are the following: teacher's aide, office aide, or their equivalent. Any student representing Southland Academy in any athletic or extracurricular contest must meet the school's eligibility requirements.

A second semester senior may be enrolled in only 4 unit subjects and retain eligibility during that semester.

Athletic Policy

Physical Examination:

All student-athletes must undergo and submit a current physical examination prior to participating in any practices or competitions during their respective season. The physical must be completed by a qualified health care provider and on file with Southland Academy's Athletic Department.

School-Owned Uniforms:

All athletic uniforms issued by Southland Academy are property of the school and must be kept in good condition and returned within 30 days of the conclusion of the respective season.

If a uniform is not turned in by this deadline, the student's report card will be held until the uniform is returned or a replacement payment is made. The cost of a non-returned or damaged uniform will be assessed by the Athletic Department and must be paid in full in order for the student's academic record to be released.

Summer Practices Eligibility:

To be eligible to participate in summer practices and conditioning sessions, a student must:

• Be registered for the upcoming school year at Southland Academy

• Have completed and submitted a current physical to the Athletic Department

Compliance:

Adherence to these policies is required for participation in Southland Academy athletics. The school reserves the right to prohibit participation and/or withhold student reports until all conditions are satisfactorily met.

Clubs and Organizations

Many clubs and organizations are available to the students at Southland Academy. Organizations and clubs include Beta Club, Junior Beta Club, Math Club, Junior Math Club, Science Club, Battle of the Books Club, Art Club, Club America, Key Club, Fellowship of Christian Athletes (FCA), Student Government, Civinettes, and Spanish Club.

All school clubs are under the supervision and control of the school. Projects, field trips, fundraisers, and other functions must be approved in advance by the Head of School. All school clubs meet on a regular basis, and each has an advisor. Dues and membership requirements differ. If a student joins a club, he/she must attend the club meetings.

Counseling Department

The Counseling Department offers services that are designed to help students make wholesome and realistic personal, social, vocational, and educational plans and adjustments.

The counselor is available for special or scheduled consultation with students and parents. Students and parents who encounter difficulties in school or wish for assistance in their educational plans and goals are encouraged to contact the counselor for support.

Some of the services offered at the lower school level include classroom guidance, individual and group counseling, study skills, assessments, and personal and family counseling services or referrals.

Some of the services which are offered from the middle school/upper school level include: class selection, scheduling and registration, post-graduate plans, military and vocational options, individual and group counseling, study skills, and personal and family counseling services or referrals.

Dances—School Related Events

- Only students in grades 9-12 are permitted to attend the Homecoming Dance and Junior-Senior Dance. No student below the ninth grade is allowed to attend. Names of dates who are not students at Southland Academy must be turned into the Administration prior to the deadline for approval.
- Only Southland Academy students in grades 6-8 are permitted to attend middle school dances. No student from other schools may attend these events, nor may any upper school student in grades 9-12 attend.
- Dates and/or escorts must be of the opposite sex.

Extracurricular Activities

Southland Academy is a member of the Georgia Independent Athletic Association (GIAA). School colors are black, white, and vegas gold. The school mascot is the Raider. School teams participate in baseball, basketball, clay target, cross-country, fishing, football, golf, soccer, softball, tennis, track, and wrestling at the varsity level. There are also middle school teams offered in baseball, basketball, clay target, cross-country, fishing, football, softball, and wrestling. C-teams (grades 6-8) are offered in baseball, basketball, football, softball, soccer, and track. Cheerleading for grades 7-12, and a marching band for grades 6-12 are also part of the school program. Additionally, elementary after-school programs are offered in football and basketball, baseball and softball.

Southland Academy participates in the following literary events: one-act play, essay, extemporaneous speaking, oral interpretation, spelling, piano, solo, trio, and quartet. Students also participate in math, foreign language, and academic competitions.

Southland Academy's music program includes elementary music for grades K3-5 and band instruction for grades 5-12.

Certain requirements for participation must be met. Additionally, all students in grades 6-12 representing Southland Academy in extracurricular activities must meet the GIAA eligibility requirements (see eligibility requirements under athletics, Section V). Interested students should contact the sponsor or coach for more information.

GIAA Code of Good Behavior

Preamble

While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to insure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. Toward that end-goal, the Georgia Independent Athletic Association provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all association events.

1. All school personnel (i.e. coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by their demeanor, personal example, and leadership at all times.

2. Each year (and more often, if necessary) students and all other fans (especially parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive school events.

3. Every student-athlete, coach, and official are to be treated with honor, dignity, and respect, before, during, and after each athletic and literary event.

4. Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. This can be done in so many wholesome ways without use of profanity or other improper language, harassment, gestures, or other actions, which can cause embarrassment to the school.

5. When the contest is over, it is over. Period. Any complaints must be filed according to the association rules and regulations.

6. It is the host school's responsibility to provide (and insure) that all participants, fans, and officials can attend any event in safety without undue or improper harassment, etc. from opposing fans, police, etc.

7. Persons who do not behave properly (or who have violated this code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as may be deemed necessary.) Any fan that is associated with the school and is ejected from a game will be required to pay a mandatory $50 fine.
8. Ultimately, the school head is at all times (home and away) totally responsible and accountable for all actions of his/her teams, coaches, students, and fans. With proper leadership, all associated with the school are expected to know and to exhibit good sportsmanship, acceptable behavior, and manners becoming a host or guest at any event.

Homecoming Court

Senior girls will be nominated by their classmates (grade 12) for the Homecoming Court. From among these top three (3) candidates, the queen will be elected by the upper school student body (grades 9-12).

The Homecoming Court will also include one representative elected from each of the other upper school classes. The selection of the queen will be revealed at halftime of the Homecoming game.

Leadership Positions

Candidates or students elected to all leadership positions in clubs, organizations, student government, etc. are recognized as leaders and role models. Therefore, all associated with Southland Academy expect exemplary conduct from students in these leadership positions. Inappropriate behavior will be subject to administrative action, which may include removal from elected or appointed position or being denied the opportunity to run for a position. Students in leadership positions must be on good academic, financial, and disciplinary standing.

Media Center

The Lower School Media Center and the Middle/Upper School Media Centers are for use by all students for reading, studying, and research. The Media Specialist wishes to assist students and teachers with their reading and research while in a Media Center. Students should be considerate of others and remain quiet while in a Media Center.

The Media Center is open for use between 8:00 a.m. and 3:30 p.m. each school day. A student must have a pass from one of his teachers to use the Media Center. A student must have permission from the Media Specialist to use one of the computers in the Media Center.

Lost or damaged materials must be paid for by the student to whom these materials were issued. Fines must be cleared by the end of each quarter. Students may acquire copies of needed materials in the Media Center.

Parent Organizations

Parents have opportunities to participate in clubs and organizations at Southland Academy with PTO, the Band Boosters, and the Raider Club. Many parents are also members of the Alumni Association. Parents are also encouraged to volunteer in the classroom or with special events. Interested parents should contact the Main Office.

Post-Secondary School Visits

Juniors may be allowed two (2) days for university or college visits. Seniors may be allowed up to two (2) days for university or college visits. The student must obtain permission at least three (3) days prior to the visit, return the completed post-secondary school visit form to the Counseling Office before leaving, and bring written documentation back from the college. If any of the three requirements are not met, these days will be counted as absences. The student is responsible for all assignments when these days are taken.

Registration

Registration for school is held in early spring of each year for the next school year. Registration for upper school classes is held in the late spring each year for the next school year. All students are asked to select the courses that they need and wish to take to move toward graduation. Students and parents accept responsibility for making wise choices in course selection at the time of class registration. Parental involvement and knowledge are an important component of this process. Students with obligations to the school will lose priority for courses selected.

Senior Privileges

Seniors in good standing academically and behaviorally are allowed certain privileges with parental consent. These may include the following:

1) Seniors have early dismissal to lunch 5 minutes prior to the lunch bell.
2) Seniors have special exam exemption privileges (see exemptions, Section IV).
3) Seniors will be given final exams prior to exams for underclassmen.
4) Seniors are dismissed first to and from assemblies and pep rallies.
5) Seniors will have a reserved section for vehicles in the parking lot.

6) Seniors may paint his/her designated parking spot. Seniors will pay $25, have the design approved, and provide all supplies needed.
7) Seniors will have designated days for off-campus lunch.
8) Seniors are allowed to bring a cell phone to school. However, the device should be turned off and out of sight throughout the school day.

Violation of any of these privileges may result in the suspension of these privileges for the individual or for the group. Only the Head of School or Assistant Head of School may revoke senior privileges.

Student Vehicles

1. All vehicles are to be parked in properly marked spaces and operated in accordance with state and local laws, common rules of courtesy, and consideration of others. Parking on the school campus is a privilege.
2. Bicycles are not allowed on the school campus unless approved by the Administration.
3. Riding on the hood, on the tailgate, or in the back of trucks is strictly prohibited.
4. Students are not to sit in parked vehicles or linger in the parking areas before or after school.
5. When students enter the school grounds or parking lots in the morning, they may not leave unless they have approval from the Administration.
6. Students are not to drive or park behind the gymnasium until 3:10 p.m. on school days.
7. Students must have liability insurance.
8. The speed limit on the school campus is 15 MPH. The speed limit in the school zone is 25 MPH. The entire Southland Road is in the school zone.
9. Pedestrians have right of way at all times. Students should use extreme caution when crossing the highway to the student parking lot.
10. No inappropriate slogans or stickers will be allowed on vehicles.
11. To ensure safety and orderly entry and exit onto campus, drivers should follow established traffic flow patterns.
12. Automobiles parked on school property are subject to search by school officials. (See Search and Seizure Policy)
13. Students may be denied the privilege of driving or parking on school property if they
    a) Fail to abide by parking regulations,
    b) Fail to observe city and state laws, or
    c) In any way exhibit reckless or inconsiderate driving practices in the school area.
14. Southland is not responsible for the safety of vehicles while they are parked on school property.

Note: The period of revocation of driving or parking privileges will be determined by the Administration depending on the seriousness of the violation.

Testing

Students who plan to enter college should begin PSAT/SAT/ACT preparation in the ninth grade. College and universities place much importance on SAT/ACT scores for admission, especially for scholarships and tuition grants. Taking the PSAT will give the student a preview of the SAT, and it is the test

considered by the National Merit Scholarship Foundation for recognizing Merit Scholars. Students should pay attention to deadlines when registering for these tests.

The Counseling Office has information concerning the test dates, registration deadlines, and test prep information.

Southland administers the following tests:

1st – 5th	STAR Reading
5K- 8th	Measures of Academic Progress Testing (MAP)
9th	PSAT 8-9
10th-11th	PSAT/NMSQT
10th-12th	SAT and ACT (optional)

VI. STUDENT DISCIPLINE/POLICIES

We believe that all stakeholders in Southland Academy want a safe and orderly environment. It is the desire of The Southland Academy, Inc. that all students have every possible opportunity to take advantage of the instructional program. Whatever distracts from a favorable learning environment lessens that opportunity.

All student behaviors should exemplify Christian attitudes, including respect and consideration for the rights and safety of others, respect for and observance of school rules, and pride in the image of Southland Academy. Because we believe that our students represent the school, students are encouraged to exercise good judgment and integrity even when not directly involved in a school-sponsored event. Students are expected to conduct themselves in a manner that reflects these standards at all times. Middle and upper school students are expected to treat younger students with courtesy and sensitivity. It is important to remember that older students should serve as role models for the lower school students.

Not all types of behavior can be anticipated. The school will respond with the appropriate disciplinary measures when misconduct occurs. If a student's behavior poses a significant problem, the student may not be allowed to return to Southland.

We also believe that a well-disciplined student is both a happier and more successful student. It is through experience in a disciplined environment that students learn self-control and personal habits that lead to responsible adulthood.

Expectations

A student enrolled at Southland Academy is expected to do the following:

- **Participate fully in the learning process**. Students need to report to school and class on time, attend all scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

- **Avoid behavior that impairs his/her own or another student's educational achievement.** Students should know and avoid the behaviors prohibited by our school, take care of books and other instructional materials, and cooperate with others.

- **Show respect for the knowledge and authority of teachers, administrators, and other school personnel.** Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

- **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and activity participation of others. Students should conduct themselves in a manner that is a credit to their school, family, and themselves.

School Authority

The school's disciplinary policy outlines behavior that will not be acceptable in the following instances:

1. On the school grounds before, during, and after school hours or at any time when the school is being used for any school group.
2. Off the school grounds while in attendance at a school activity, function, event, or any other school related activity.
3. Off the school grounds while in attendance at any school sponsored activity or event, or is otherwise subject to the jurisdiction of school officials.
4. Engaged in travel to and from school on school provided or school approved transportation.

The school will also hold accountable any student whose actions at any time jeopardize the good name of Southland Academy.

Classroom Discipline

Minor classroom problems are handled by the teacher. Teachers should review their classroom rules and procedures with classes at the beginning of the year. If misbehavior becomes chronic and the teacher is unsuccessful in working with a student, referral to an administrator will occur.

Discipline Management Techniques

Teachers may utilize any of the discipline management techniques approved by the Administration that are appropriate for the situation.

Administrative personnel may utilize any of the methods of student correction appropriate for the situation, including but not limited to the following:

1) Student Conference -- The teacher or administrator will counsel the student in an attempt to correct behavior.

2) Loss of Privileges -- Loss of classroom privileges will be determined by the teacher.

3) Report to Parents -- This report may be a written message or telephone message to the parents concerning the student's behavior.

4) Parent Conference -- This conference may be with the student, parent, teacher and/or administration or any combination to discuss specific violations of disciplinary regulations.
5) Teacher Detention - Teachers may keep students after school in their rooms. Parent notification should be made at least one (1) day in advance.

6) Restrictions from school privileges, programs, and special assemblies- The Administration will determine all restrictions.

7) Development of a written assignment that reflects understanding of the specific misbehavior, the nature of the expected behavior and the related character trait - This will be determined by the Administration.

8) Before-school/After-school detention -The student will attend a before-school or an after-school study hall or work detail for a set number of days. The student should notify his parents at least one (1) day in advance. This action is assigned only by the Administration.

9) In-school suspension/isolation - The Administration may isolate a student from the school population and assign appropriate schoolwork.

10) Participation in the cleaning/repair of any damage caused to the school environment - Students are responsible for the use of all school property and may be required to clean and/or repair damage caused by them.

11) Financial restitution for the repair of any damage caused to the school environment - The student and/or parent is responsible for restitution to Southland Academy for the loss of or damage to property.

12) Out of school suspension - A student may be suspended from school only by the administration. A parent will be notified immediately if a student is suspended. A student who is suspended is responsible for all work missed. A student's quarter average in all classes will be lowered by two (2) points for each day the student is suspended with a maximum of five (5) points lost per incident. A student who is suspended from school will not be allowed on the Southland campus for any reason for the duration of the suspension. A suspended student is not allowed to attend or participate in any extracurricular activity on the day(s) of the suspension.

13) Expulsion from school for up to one calendar year - This action will be taken only by the Head of School.

14) Permanent Expulsion - This action will be taken only by the Head of School.

15) Any other disciplinary technique that positively promotes the student code of conduct and/or desired character trait - This will be determined by the Administration.

Misbehaviors, Infractions, and Offenses

1. Academic Dishonesty; Cheating; or Plagiarism
2. Alcohol Policy Violation
3. Arson
4. Assault and Battery
5. Repeated acts of bullying; Threatening
6. Burglary
7. Cell Phone/Electronic Device
8. Computer or Internet Trespass, Fraud, Abuse, or Misuse
9. Disorderly Conduct
10. Dress Code Violation
11. Drug Policy Violation
12. Excessive Talking
13. Fighting; Instigating a fight; Retaliating in a fight
14. Fire Alarm
15. Forgery; Altering Documents
16. Gambling; Recreational card games
17. Harassment; Intimidation
18. Inappropriate student demeanor
19. Inappropriate words or actions directed towards Staff/Adults
20. Leaving campus without permission
21. Leaving class without permission
22. Lying; Dishonesty
23. Major school or classroom disruption
24. Minor school or classroom disruption
25. Nuisance items
26. Profanity/Vulgarity/Inappropriate Language
27. Public Display of Affection
28. Refusal to follow directions
29. Rude and disrespectful behavior
30. School Safety Violation
31. Skipping school
32. Smoking; tobacco products; paraphernalia, vaping
33. Stealing
34. Tardy to class (excessive)
35. Tardy to school (excessive)
36. Traffic or parking violation
37. Trespassing
38. Vandalism; graffiti

39. Weapons
40. Any other act of misconduct that is antisocial or disruptive in nature.

Dress Code

Students should dress in a manner that is not a disruption or distraction. The student dress code allows for students to be comfortable but not a distraction. Appropriate dress does not call attention to itself. Clothing should always be appropriate for the occasion. At all extra-curricular activities, Southland students and their guests should be attired neatly and in good taste.

Standards that apply to all students in grades K3-12:

- Hats or hoods should not be worn in buildings.
- Shoes must be worn at all times. Sandals may be worn; however, this does not include shower shoes, slippers, crocs, athletic slides, or beach shoes.
- Shoes must be worn as intended.
- Students may not have any visible tattoos.
- Students may not wear cleats into the building.
- Only team-issued warm-up suits, jogging suits, or wind suits are acceptable on game days. No others may be worn.
- Tights, leggings, bicycle shorts, track or PE shorts, or exercise apparel is not to be worn.
- Any clothing that bears inappropriate messages, suggestive slogans, protest symbols, or alcohol, tobacco, or drug-related advertisements is not acceptable.
- Body-piercing jewelry is not to be worn.
- Jeans that are cut, unhemmed, torn, or frayed can be worn if patches are sewn in behind the fray so that no skin is visible.
- Leather is not acceptable attire (except vests and jackets).
- Sunglasses are not acceptable.
- Extremes in hairstyles or hair colors are not acceptable.
- Jerseys may be worn on **Fridays** only.

Males:

- All shirttails must be tucked in at all times during the school day.
- Boys' faces must be clean-shaven. Sideburns must not come down below the bottom of the ears.
- Boys' hair must be neat, well groomed, and moderate in length. Hair may not be over the collar, over the ears, or in the eyes. No ponytails are allowed.
- The length of shorts must meet the "dollar bill" rule. The length between the back crease of the knee and the fabric of clothing shall not exceed the length of a dollar bill. Appropriateness will be determined by the administration.
- **Not acceptable**: Earrings/visible piercings, tank tops, under shirts, and overalls

Females:

- Sleeveless tops are acceptable but must cover the shoulder.
- Two sets of earrings may be worn but no other pierced jewelry is allowed.

- The length of skirts, dresses, or shorts must meet the "dollar bill" rule. The length between the back crease of the knee and the fabric of clothing shall not exceed the length of a dollar bill. Appropriateness will be determined by the administration. This includes a slit, buttons, or opening.
- **Not acceptable:**
    - Lingerie or undergarments that are visible.
    - Tank tops, spaghetti straps, halter tops, strapless tops, low necklines, or shirts that reveal cleavage or bare midriff.
    - See-through fabrics or any clothing of a revealing nature.
    - Athletic leggings, unless worn under appropriate dress or skirt.
    - Extremes in dress, make-up, or accessories.

Standards for Habitual Violators

- For a period of time as determined by the administration, male and female students will wear long slacks and a "polo-type" shirt which must be tucked in. A "polo-type" shirt is defined as a shirt with a collar, sleeves, and buttons to the neck. Boys may be required to wear a shirt and tie for a period of time as determined by the administration.
- Students may be further subjected to loss of privileges (exemption, senior privileges, etc.)
- All disciplinary action is at the direct discretion of the school administration.

DRUG TESTING POLICY

The following drug testing policy, approved by the Board of Trustees, is effective beginning July 22, 2025 and supersedes all previous policies.

Southland Academy (hereinafter "the school") has been authorized by parent/guardian (hereinafter "the parent") consent to collect from the student a urine sample at school, and for that sample to be tested by an authorized testing agency. A trained, authorized staff member(s) from the authorized testing agency will administer the collection and monitoring of the student sample.

1. Random drug testing will be performed on all students in grades 8-12. Students will be selected at random from a selection process approved by the Head of School. There will be no prior notification to students or to parents.

2. Any student may be drug tested for cause. The Head of School shall have the authority to require drug testing for any student at any time on campus should circumstances constitute a reasonable suspicion. A reasonable suspicion shall include any and all behaviors of concern, i.e., uncharacteristic changes from the norm in appearance, behavior, and or performance. The school or the student's parent may refer a student for reasonable suspicion. There will be no prior notification to students or to parents.
3. Refusal of any parent to authorize permission or refusal of any student or parent to allow the drug testing procedure will be grounds for permanent expulsion.

4. Any off-campus incident involving a student and illegal drugs shall be subject to all the punishments, procedures, and disciplines set forth in this policy.

5. A student may be expelled for any drug violation if it is in the best interest of the school.

If the Head of School receives notification that a student's drug test is positive, the parent(s) will be notified by the Head of School that the student's initial test is positive. At the parent's request and expense, an immediate blood test may be administered by the hospital. Once it is determined the student has tested positive, a conference will be held with the parent(s) and the student.

Upon any student testing positive for the first offense, said confirmed positive test would carry the following procedures and disciplinary actions:

A. The student will be suspended for five (5) school days.
B. The student will be removed from all athletic activities, all extracurricular activities, all academic honors and programs for a period of sixty (60) school days excluding graduation exercises. Said removal will carry forward to the following school year if necessary.
C. The student shall complete forty (40) hours community service, approved in advance by the Head of School. Proper documentation will be required.
D. The student and the parents shall participate in a professional, in-person drug awareness-counseling program. The program may be from an authorized individual or organization approved in advance by the Head of School. The drug awareness program will be funded at the parent's expense.
E. The community service and drug awareness counseling programs must be completed to the Head of School's satisfaction and within the sixty (60) school days. Failure to complete both programs within the sixty (60) school days will subject the student to indefinite suspension and/or expulsion.
F. The student may not represent Southland Academy in **<u>any</u>** capacity whether athletic, extracurricular, academic, or otherwise during the sixty (60) day period.
G. When a student completes all the disciplinary actions set forth in this policy to the satisfaction of the Head of School, the student will be placed on "disciplinary probation."
H. The student on "disciplinary probation" will be subjected to periodic drug testing and random searches while enrolled at Southland Academy. All drug testing will be at the school's expense.

A student **<u>will be expelled</u>** from Southland Academy upon the following terms and conditions:

1) A second offense (violation) of the drug policy; i.e. a second positive drug test, a second off-campus incident involving illegal drugs, or a combination of the two.
2) A student who is determined to have possessed, used, sold or purchased, or distributed illegal drugs on the campus of Southland Academy. The campus includes all school grounds, at all school-sponsored events which may be at any other location, and on transportation to and from school-sponsored events in which transportation is school-provided or school-approved.
3) Any failure by the student or parent to comply with the terms and conditions herein shall be grounds for expulsion of the student from the school.

Alcohol Policy/Inhalants Policy

Any student who is determined by the Head of School to have consumed alcoholic beverages or to have inhaled any substance for the purpose of producing a high or hallucinogenic effect at any time during the calendar year shall, upon the first occurrence, be suspended from school for three (3) days and barred from participation in all extracurricular activities for thirty (30) school days. Extracurricular activities shall be defined as any athletic, social or school related activity, including Homecoming and Junior-Senior, but excluding Graduation Exercises. The thirty (30) school days shall begin when the Head of School has knowledge of the incident.

Upon a second occurrence, the student will be suspended for the remainder of the school year. In the event of a third occurrence, the student shall be permanently expelled from Southland Academy.

Tobacco , Vaping, and Oral Pouch Policy

School policy does not approve of and will not tolerate the use of or possession of tobacco or nicotine (including smokeless tobacco), any type of oral pouch, or any vaping on school grounds or at any school function. Violation of this policy will result in disciplinary action. Continual violations of the tobacco, vaping, and oral pouch policy will result in further disciplinary action as deemed appropriate by the Administration. Regarding athletics, the respective coach shall have the latitude to enforce stronger measures.

AIDS and Serious Infectious Diseases Policy

Southland Academy has a *Policy on AIDS and Serious Infectious Diseases*. A copy of this policy is available in the school office.

Non-discrimination Policy

Southland Academy admits students of any race, color, nationality, sex, religion, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Southland Academy does not discriminate on the basis of race, color, nationality, sex, religion, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or any other program or policy.

Important Note

Though the most common incidences of misconduct are specified in this Handbook, the administration at Southland Academy reserves the right afforded by the policies of the Southland Board of Trustees and The Southland Academy, Inc., to address inappropriate and disruptive behavior by students whether or not they are listed in this Handbook. This includes whatever may be necessary to create and maintain a safe and orderly school environment in which teaching and learning take place.