



Premier Academy

High School

Student/Parent Handbook

2009-'10

I. Attendance Policy

Regular attendance is essential to student success. Students are expected to be in attendance except in cases of illness, family emergency, or court appearances. A parent must report student absences and the day of the absence. Unreported absences shall be considered unexcused absences. No written excuses are allowed. Students who are absent due to illness for three (3) consecutive days must have a note from a physician stating a diagnosis and a return to school date. Chronically poor attendance will result in filing a truancy report with the County Superintendent's Office and or removal from Premier.

II. Bathroom Procedure

Homeroom teachers provide bathroom breaks at their own discretion. Graffiti, misuse, or bathroom vandalism will result in a consequence and possibly restitution. Bathroom use during dismissal is prohibited.

III. Cheating

Students participating in cheating will be disciplined according to their level of participation. Consequences will range from loss of credit to removal from the program.

IV. Dress Code

Clothing deemed inappropriate for school will result in the student changing into appropriate attire or being sent home, as an unexcused absence. Hats, do-rags, scarves, bandanas, house shoes, tee shirts referencing drugs, alcohol, or gang activity, eyebrow shavings, and distracting jewelry (*no grillez*) are all prohibited. Pant legs or shirt- sleeves that are rubber band or otherwise tied are prohibited. Outer-wear garments are not to be worn in school.

V. Early Leavers

Dismissal begins at 6:45 PM on regular days and 4:30 PM on half days. Students will ***not*** be dismissed any earlier. Approved **Work Co-op** students are exempt. Failure to comply may result in removal from Premier.

VI. Electronic Policy

Electronic usage during the school is prohibited. All cell phones, ipods, cd players, etc are to be turned off upon entering the building and are not to be turned on until students have exited the building. The first violation of this policy will result in a student contract. The second violation will result in a Saturday school detention and administration confiscation of the cell phone. Device may be kept until parent conference or successful completion of the Saturday School detention. Third violation will result in permanently prohibiting student from bringing said device into the building. ***Premier Academy staff is not responsible for any lost or stolen items.***

VII. Extortion/ Bullying

Property exchange is discouraged by students and shall be considered extortion. If a disagreement of ownership occurs, the property in question will be confiscated and appropriate disciplinary action will be taken.

Students will not be allowed to pressure other students for food, school supplies, or personal property. Name-calling, and or intimidation, is considered bullying and disciplinary actions will be taken.

VIII. General School Policies

The following Premier Academy High School Student Policy is set forth as the minimum behavioral requirements necessary for the conduct of the Regional Safe Schools Program. Successful students will maintain minimum expectations in order to successfully transition back into their original school program. The following details prohibited school behavior:

- Disrespect to staff will not be tolerated.
- Fighting or threats of fighting, gang identifiers, swearing, racial slurs, name-calling, and any other offensive behavior will not be tolerated.
- Weapons, lighters, tobacco products, alcohol, mind altering substances, and laser pointers are prohibited. These items will be confiscated and not returned.
- Physical aggression toward staff or students will be treated as criminal acts of misconduct.
- Leaving the bus or school without permission will result in parent contact and a disciplinary consequence. A second offense will result in removal from Premier.
- Graffiti, misuse, or destruction of school property will result in a consequence and possibly restitution.
- On campus, secondary languages are prohibited. For safety reasons, English is the only acceptable language.
- **There is no loitering/smoking permitted on or around school grounds.**

IX. Grading Policy

Joliet Township

Joliet Township (JT) students do not earn grades. In order for them to earn credit, they must pass core assessment tests. These tests are administered by JT staff monthly during the school. Each test is worth .5 credits. JT students may not earn more than 3.0 credits per semester. JT students are encouraged to take (2) core tests each month. Guardians of students not taking and/or passing core tests after (2) months of their start date will receive letters informing them of their non productivity.

Other Schools

Progress reports are generated after 10 weeks from the beginning of each semester. Students will receive letter grades-to-date on their progress reports. At the end of each semester, grade reports are generated to assess the culmination of course work performed. Depending on a student's entry date, he or she may not be eligible to receive progress or grade reports for that semester. Progress and grade reports are mailed to the student's home and home school. The templates are located on the staff share drive. Final grades should be a combination of computer-based, non computer-based work, and a subject-final. Students enrolled for at least four weeks will receive letter grades. Non productive and truant students are to receive letter grades, not incompletes. Courses on grade reports must be the exact same courses listed on the previous progress report within that semester. Premier's grading scale is:

90 - 100 %	A
80 - 89	B
70 - 79	C
60 - 69	D
59 - below	F

X. Internet/ Computer Use

Improper internet use is prohibited. Altering settings, removing keys and mice, My Space, personal e-mails, pornography, downloading, and general misuse are examples of improper internet/ computer use. Failure to comply may lead to removal from Premier and restitution.

XI. Medications

If your child is taking any prescription medication the school must have a doctor's note or prescription. This information is of critical importance if your child requires emergency medical attention. Medications must be delivered to the principal in the prescription bottle with the doctor's/pharmacist's orders on the bottle. Failure to comply may result in removal from Premier.

XII. Saturday School Detention

Students who fail to comply with Premier's policies and procedures will earn a Saturday School detention. Saturday School is from 9:00 – noon. Parents will be notified in advance of their child's detention date. Students will ***not*** be permitted after 9:05 AM.

There is no vending or eating during Saturday School.

A student may not serve more than (3) Saturday School detentions per school year. Continual inappropriate behaviors may result in removal from Premier. Failure to serve a Saturday School detention ***will*** result in removal from Premier. Saturday School offenses are, but not limited to:

- electronic use in school
- horseplay
- improper use of internet
- insubordination/ disrespect
- swearing/vulgarity
- threatening comments
- truancy
- vandalism

XIII. School Fees

Effective the 2008-09 school year, a non refundable \$25.00 school fee is due at the time of the intake. Students who enrolled during the month of May are exempt from paying the \$25.00 registration fee for the upcoming school year.

XIV. Sexual Harassment

Sexual harassment will not be tolerated on the Premier Academy campus. Violators are subject to removal from program and criminal charges.

XV. Student Search Policy

All students enrolled in the Regional Safe Schools Program at Premier Academy must consent to a search of their person and belongings before they enter the program each day. All students may be subject to spot searches at any point of the school day as deemed appropriate by Premier staff. All students are subject to

a 'back hand' pat down. An electronic search device may be used. The school reserves the right to inspect any student or item brought to school by the student. Non school related items are defined as contraband. Legal contraband items may be picked up by parent/guardian. Illegal contraband items will not be returned and may result in the immediate involvement of local law enforcement and removal from Premier.

XVI. Suspension Policy

Failure to follow school policies and procedures may result in a suspension from school. During a suspension, students are not allowed on school grounds. Failure to comply may result in removal from Premier. Suspensions are carried out under the provisions of Section 10-226 of the School Code of Illinois. Upon request, a hearing may be held and the case reviewed by a hearing officer. You must contact the principal within five (5) days of your suspension.

XVII. Tardy Policy/ Procedure

Students are discouraged from late arrival to school. The school day begins when the bus arrives at Premier. In the event a tardy is unavoidable, a parent/guardian must call to report the tardy. Upon arrival, the police officer will issue a timed, signed tardy pass. Students must report immediately to their homerooms.

XVIII. Transportation Policy

Students are required to arrive and depart each school day on the bus provided by their home school. After the intake, Premier coordinates with the home school to set up transportation. Parents/guardians are responsible for communicating pick-ups and drop-offs concerns to the bus company. Only approved work co-op students are allowed to drive to school. Parent/guardian pick-ups and drop-offs are discouraged. Failure to comply with this policy may result in removal from Premier.

I _____ have received and
Student Name

understand the 2009-10 Student/ Parent Handbook. I further understand that failure to follow the policies and procedures detailed in the handbook will lead to disciplinary consequences.

Student Signature

Date

Parent Signature

Date