

The 2008-09 school year promises to be one of improvements and enhancements to increase student achievement here at Premier Academy High School-Joliet. Some of you are new to referring students to Premier and this may be your first look at the process. The rest of you will note some changes in order to improve the process.

One of our biggest frustrations is prospective families calling Premier because their child has been removed from their home school for weeks or months. Obviously, Premier has no control over that process. We do, however, have a referring procedure that should be followed in order to expedite the transition from the home school to Premier.

- **Referral process**

The referral must be complete and attached to it: (1) Individual Learning Plan (I.L.P.), (2) Transcript, (3) Attendance Data, (4) Progress Report, (5) Credit Audit / Checklist, (6) Standardized Test Scores, (7) Behavior Data and (8) Behavior Checklist Referring.

Schools should not: instruct families to call us for appointments, tell families when we will call them, or tell families when a student will begin school here. Premier will call prospective student homes within 72 hours upon receipt of accurate and complete referring documents.

- **Intake process**

Effective the 2008-09 school year, a non refundable \$25.00 school fee is due on or before the first day of class. Premier will call the prospective student and parent(s) to schedule an intake after the referral is received. If we are unable to contact the family, and/or if they are a no-show, we will send an email to the appropriate home school contact. During the intake process, the prospective student and parent(s) are informed of the program's policies and procedures. Upon mutual agreement, student, parent(s), and school official sign the intake documents. The ILP is reviewed and the student is enrolled in the appropriate classes. Bussing is scheduled, as student drivers are discouraged.

- **Computer-based instruction**

Based on best practices research, regional safe schools primary instructional tool is computer programs which are aligned to Illinois State Standards. Certified teachers and teacher aides monitor and assist students as needed.

- **Non computer-based instruction**

Language Arts/ Literacy and Math/Numeracy are taught in a traditional manner. These teachers are highly qualified in their respective subjects. Homework is often assigned in these classes.

- **Student support services**

Upon enrollment, all students are required to participate in groups which explore drug, alcohol, gang, violence, and pregnancy prevention, along with anger management. Individual counseling is encouraged and must be accompanied by parental written consent.

- **Progress and grade reports**

Progress reports are mailed to the home-schools and the student's home after 10 weeks from the beginning of each semester. Grade reports are mailed to the home-schools and the student's home at the end of each semester. Joliet Township students will receive monthly core assessment status reports in lieu of progress and grade reports. Students who are referred late within a semester may not be eligible for a progress or grade report until the following semester.

Please discard all previous referring forms as we will only process updated forms. Feel free to email me with any questions or concerns. As always, have a wonderful year! Charisse