



Premier Academy

High School

Student / Parent Handbook

2009-2010

I. Attendance Policy – Call 815-416-0377 x300 to report an absence; leave message

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 call to report student absences **BEFORE 8:15AM** on the day of the absence. 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 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. Unreported absences and those without documentation will be considered unexcused and may incur demerits.

II. Attendance Incentive

Weekly: Students who have perfect attendance (on time and present) Monday through Thursday will have the opportunity to order lunch each Friday. Orders and money are collected on Thursday afternoon. Money will not be refunded if a student is absent on Friday.

Individually: Students will be acknowledged based on the Merit Recognition system.

III. Behavior

All students are expected to respect themselves, staff, and peers while on school grounds. School grounds consist of the parking lot, buildings, and buses. Violation of school policy on school grounds may result in suspension or removal from Premier Academy.

Due to our limited space, a parent/guardian or emergency contact must be available to pick up the student immediately if he/she is sick, disruptive, or suspended within ONE HOUR.

Appropriate intervention (life space crisis intervention techniques) will be used to encourage behavior change; students must be willing to identify goals and work at their behavior plan and IOEP. Premier Academy uses a merit/demerit system to track all behavior, both positive and problematic. Actions are assigned numerical values and tracked for intervention by demerits or recognition by merits; misbehaviors will have consequences above and beyond the assignment of demerits. In the case of serious infractions, law enforcement agencies will be involved as necessary. Instances of theft, bomb threats, drug distribution, and physical aggression toward staff will always result in the involvement of law enforcement.

Demerit Intervention	Merit Recognition
<ul style="list-style-type: none">➤ 10 Demerits Instructional staff will ensure that at least 1 LSCI intervention has been conducted and the student will outline goals and create a behavior plan with their classroom mentor. Parent and home school is notified.➤ 20 Demerits Students will meet with his or her classroom mentor for guided support with goals and behavior plan for at least one session per week. Parent and home school is notified.➤ 30 Demerits A conference involving the student, parent, classroom mentor, student support person, and other stakeholders will be conducted. Student support will create a service plan and meet with the pupil at least one session per week. Home school is notified and invited to attend conference.➤ 40 Demerits Parent meeting scheduled and final behavior contract is created. Home school is provided a copy.➤ 50 Demerits Student is referred back to home school for placement	<ul style="list-style-type: none">➤ 10 Merits When a student reaches the 10 Merit Level, he or she reports to Student Support to receive a \$5 gift card. This is a one time achievement.➤ 20 Merits Students who have between 20-29 merit points each Thursday will be invited to pick from the Treasure Chest in the Student Support office. Items for selection will include treats, food, and prizes.➤ 30 Merits Students who maintain 30 merit points or more qualify to participate in movie and popcorn day every Friday afternoon.➤ 40 Merits Students who maintain 40 merit points or more qualify to participate in the monthly recognition lunch.➤ 50 Merits Students who maintain 50 merit points or more qualify to participate in the quarterly field trip.

IV. Contact Information:

We welcome you to participate in your child's education. Please call (815) 416-0377 with any questions or concerns. In order to ensure that we are available to serve your child during school hours, we ask that you call between 8:00am and 8:45am whenever possible. When requesting information regarding academic progress or behavior, please contact your child's classroom teacher directly. When requesting information about attendance or the school calendar, please call the school office.

V. Cell Phone/ Music Policy

Cell phone usage during the school day is prohibited. If you need to contact your child during the school day, please call the school office at x300. Students who choose to bring their cell phone to school must turn off the device and hand it to their classroom teaching staff upon entry to the building. Phones will be returned at dismissal. The first violation of this policy will result in administrative confiscation of the cell phone. Phone will be returned only to parent/ guardian. The second violation will result in permanently prohibiting said student from bringing a cell phone into the building. Subsequent violations will result in confiscation, required parent pick up and a \$5.00 policy violation fee.

Students are permitted to bring IPODS (not web enabled), MP3 Players, and CD players in order to listen to music during the school day (web enabled devices, videos and gaming devices are prohibited). Students will not be permitted to use Premier computers or equipment to listen to music. This includes CD-Rom drives, Premier owned headphones, Media Player, and any other method of obtaining music via Premier's internet connection. Listening to music at school is a privilege; classroom teachers and building administration have the right to limit or restrict the use of personal media players as they see fit.

VI. 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.

VII. Internet Policy

Students are prohibited from accessing the internet without permission. Classroom teachers on an individual basis will permit educational research/investigation. Premier is a computer-based program and cannot allow internet related problems to occur. Students violating Premier's internet policy are subject to removal from the program. If a student needs to check email or conduct a personal internet search, they may do so with permission after school. Failure to adhere to the internet policy will result in the restriction of computer usage (paper and pencil work only). Repeated violations may result in removal from the program.

VIII. Transportation

Premier Academy does not provide transportation for students; however, some referring school districts do. If your home school provides transportation to our facility, Premier staff will make the initial arrangements. Bus riders must call the bus company each morning they will be absent from school. Failure to do so may result in loss of bus riding privileges. Route changes and other bus inquiries should be made directly to the bus company.

Coal City / Illinois Central School Bus – 634-0333

Garnder South Wilmington / Illinois Central School Bus – 634-0333

Minooka Bus Garage – 467-5133

Other Districts – Please contact school administrator for transportation information

Students who drive to school must operate their vehicles safely while on school grounds; walkers should have a backup method of transportation in case of inclement weather.

Parents are responsible for overseeing student transportation. Premier Academy staff will supervise the grounds at dismissal, but will not be responsible to monitor an individual student's exit from school grounds. Students may not loiter on school grounds after dismissal.

IX. Damage to School Materials/Property

Any damage to or theft of school materials and/or property will result in a fee charges to the student's account. Fees include, but are not limited to:

Defacement to binders, \$5; destruction of a computer mouse, \$10; vandalism of keyboard, \$20; loss of textbook, \$75

X. Dress Code

- No designs or shavings in hair or eyebrows
(must be covered with band aid or filled with eyebrow pencil)
- No spaghetti straps, midriffs (when standing, pants and shirts must meet), micro minis, gang or other inappropriate representation (no representation of colors, left/right, symbols, numbers, etc)
- Clothing that promotes alcohol, tobacco, drug use, inappropriate language, etc is prohibited.
- Inappropriate markings or tattoos must be covered
- Premier staff reserves the right to deem any article of clothing inappropriate

Students will have the opportunity to remove the inappropriate garment or take steps to make their appearance more acceptable; if a student refuses, he or she may be sent home for the day.

XI. Tardy / Leaving Early

Students are discouraged from arriving late or leaving school early. Students must have parents contact the school office in advance to set up these arrangements. Requests that are not made in advance may not be granted. Students who arrive tardy to school may not bring with them any outside food or beverage purchased at a restaurant or convenience store. Students may bring only a sack lunch that was prepared at home.

XII. Extortion/ Bullying/ Harassment

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.

Harassment of any kind will be punished on a case by case basis. Sexual harassment takes many forms of verbal and nonverbal behavior: generalized sexist remarks of behavior; inappropriate and offensive sexual advances without explicit threats or promises of reward; solicitation of sexual activity or other sex-linked behavior by promise of reward; coercion of sexual activity by the threat of punishment; and sexual assaults. Harassment on the basis of gender, sexual orientation, religious preferences, ethnicity, disability, national origin, etc. is also prohibited.

XIII. Grading Policy

Students are expected to work productively the entire school day. Every month, the classroom teacher will assess student progress and send home a progress report. At the end of each semester, grade reports are generated to document course work performed. Progress is reported to the home school and the home school applies credit to the student’s transcript. Failure to complete assignments will result in failure and / or removal from Premier.

XIV. Medications

If your child needs to take any medication at school, he or she must bring a completed medication form with the doctor’s signature as well as the medication in the original prescription bottle or packaging. This information is of critical importance if your child requires emergency medical attention. Students found to be in possession of medications (either prescription or over the counter) while at school may be subject to removal from Premier.

XV. Snacks/Lunch

Students will be responsible for bringing their own food. No glass containers or bottles will be allowed. All beverages need to be in a sealed container (not previously opened). Transportation and consumption of energy drinks are limited to one per student per day. Vending machines are a privilege that is earned and may be taken away. If friends/family members intend to bring in food to students during the school day, the student must obtain teacher approval in advance and the food must arrive during lunch break (11:45 – 12:15pm). Food arriving outside the stated lunch break will be kept in the office until lunch or dismissal.

XVI. Non Computer-Based Instruction

Each student is will be enrolled in mandatory offline instruction and activities according to the need outlined in the IOEP. Participation in Student Support activities is vital to overcoming core issues that impede student success; therefore, student support activities are mandatory. Additionally, parent trainings are held throughout the year. These trainings focus on providing information to aid parents in supporting student success. Premier staff encourages full family participation; each student needs our full backing in order to meet his or her goals.

Topics covered throughout the year are listed in the chart below. Some activities require parental consent forms in order for students to participate; please call the Student Support Specialist with any questions regarding community based service providers.



XVII. Personal Belongings

Students are reminded that though they may bring personal belongings to school, **Premier Academy assumes no liability for said items if lost, stolen, or damaged.** Students are advised to leave personal property at home. If a student must bring personal property to school, he or she must keep item(s) on his or her person at all times. Students should not request that staff members hold or store items for them; doing so does not transfer the responsibility for the item to Premier Academy or its employees.

XVIII. Student Search Policy

All students enrolled in the Regional Safe Schools Program/ Truant's Alternative and Optional Education Program at Premier Academy must consent to a search (including, but not limited to pat down) of their person and inspection of belongings before they enter the facility each day. All students may be subject to spot searches at any point in the school day as deemed appropriate by the professional staff of Premier Academy. 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. ***The school is not responsible for lost, broken, or stolen contraband items recovered from students.*** Illegal contraband items will not be returned and may result in the immediate involvement of local law enforcement and removal from Premier.

XIV. 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 a parent/guardian request, a hearing may be held and the case reviewed by a hearing officer. If a hearing is requested, please contact the principal within five (5) days of suspension.

XX. Reasonable Suspicion Alcohol and Drug Testing

By signing the final page of this handbook, students and parents are acknowledging that they have been informed of Premier Academy's drug screening policy and submit to the terms listed below.

The following circumstances shall constitute grounds for reasonable suspicion:

- Direct observation and/or confirmation by staff of drug and/or alcohol use or possession
- Abnormal or erratic behavior indicating intoxication
- Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes
- First-hand information provided by reliable and credible sources of use, possession, or intoxication
- The presence of a drug or alcohol on the student, detectable by the senses, such as smell of marijuana or alcohol
- Possession of illegal drugs, prescription drugs for which the student does not have a prescription, alcohol containers, or drug paraphernalia

When reasonable suspicion exists, a Premier staff member will require the student to take a saliva based quick screen at Premier's expense. If a parent requests the test to be sent to a lab for additional testing, the parent assumes responsibility for the \$150.00 testing fee. All fees must be paid in full before the sample will be sent out. A refusal or failure to take a drug and/or alcohol test under the conditions of reasonable suspicion shall be considered a positive test result or offense. Drug screens and all test results are to be kept confidential. Disciplinary consequences will be determined on a case-by-case basis.

Student/Parent Handbook Acknowledgement & Release Form

I, _____, acknowledge that I have
Parent/Guardian

been fully informed of all Premier Academy student policies and agree to all
terms listed within the Student/Parent Handbook.

Parent(s) _____ **Date:** _____

I, _____, acknowledge that I have
Student

been fully informed of all Premier Academy student policies and agree to all
terms listed within the Student/Parent Handbook.

Student _____ **Date:** _____

Photo/Interview/Letter Writing Release

On occasion, students may be asked to participate in photographs, student support activities, interviews, and/or letter writing campaigns for Premier Academy and Breaking Free, Inc. Participation in any of these activities would require a signed permission form from the parents. Please sign below and indicate whether or not you allow your son or daughter to participate.

_____ Yes, I give permission for my son/daughter _____,
to participate in photographs, student support activities, interviews, and/or letter writing campaigns.

_____ No, I do not give permission for my son/daughter _____,
to participate in photographs, student support activities, interviews, and/or letter writing campaigns.

Parent/Guardian Signature _____ Date _____

You are invited to keep the student handbook.

Please return this form to Premier Academy High School, Morris Campus. It will be kept in your child's student file.