



# PREMIER ACADEMY STUDENT HANDBOOK

[www.premieracademymorris.org](http://www.premieracademymorris.org)

A PROGRAM OF THE GRUNDY/KENDALL REGIONAL OFFICE OF EDUCATION

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## ***Premier Academy's Mission Statement***

*To provide each student with a challenging educational environment that allows for individual differences and learning styles while promoting a desire to learn, and empowering each student to take appropriate risks and accept challenges, in an effort to inspire each student to be a contributing member of society.*

## **SCHOOL INFORMATION**

### **SCHOOL HOURS:**

Premier Academy is open from 8am-3pm each student attendance day.

Normal School Days 8:30am-2:15pm	School Improvement Days 8:30am-12:00pm
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### **SCHOOL FEES:**

All fees must be provided in cash, money order or check made payable to Grundy/Kendall ROE and are utilized to cover the cost of physical education and school supplies (including headphones). The fee is \$25 for one quarter up to \$100 for the school year. Additional fees will apply if school property is misused and restitution is deemed necessary by administration. Fees may be waived for those families that qualify for free and reduced lunch as determined by the student's home school.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students desiring an education must display a sincere desire to remain in school, must display diligence in academic work and compliance with behavioral expectations, and must display a desire to profit by the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

### **STUDENT RIGHTS:**

- ❖ To attend school
- ❖ To appropriately express their opinion one-on-one with the appropriate Premier Academy staff member
- ❖ To expect that the school be a safe place for all students to gain an education
- ❖ To not have their rights infringed upon by another student

### **STUDENT RESPONSIBILITIES:**

- ❖ Students are to treat everyone associated with Premier Academy (fellow students, teachers, support staff, administration, guests, etc.) with dignity and respect. Student behavior that interferes with other students' learning opportunities to learn, teachers' opportunity to teach, or others' rights to function in the building will not be tolerated.
- ❖ Those attending Premier Academy are expected to act like responsible students at all times.
- ❖ Premier Academy staff are in charge of the program. As such, students are expected to follow their directives. Those who fail to do so will be considered insubordinate and subject to disciplinary action. If a student questions a staff member's decision, the student should do as the staff member directs and then see an administrator at an appropriate time to discuss concerns.
- ❖ Students are expected to pick up after themselves and help maintain a clean and safe school environment. This applies to all areas of the school: hallways, classrooms, restrooms, offices, gymnasium, and outside areas.

# STUDENT ACADEMICS

## GRADING POLICY:

Students are expected to work productively the **entire** school day. Every progress reporting period, the classroom teacher will assess student progress and issue 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. Lack of academic progression may result in failure and/or removal from Premier.

## GRADING SCALE:

A+	100 - 97%	B+	89 - 87%	C+	79 - 77%	D+	69 - 67%	F	59 - 0%
A	96 - 93%	B	86 - 83%	C	76 - 73%	D	66 - 63%		
A-	92 - 90%	B-	82 - 80%	C-	72 - 70%	D-	62 - 60%		

## PHYSICAL EDUCATION:

All students are expected to participate in Physical Education (PE) at Premier Academy. Behavior in the gym must be appropriate and orderly. Students may not engage in horseplay, ignore staff direction, use equipment in any aggressive fashion or misuse any of the equipment in any fashion that risks the safety of any/all students/staff.

Upon entering the gym, students must immediately follow the directives of the PE teacher. Refusal to participate in PE may result in loss of opportunity to earn credit. When PE is outside, no student, under any circumstance, may go outside the designated area. Students who do not comply with PE rules and policies will lose the opportunity to participate.

Students must have appropriate shoes for physical activity (PE). No flip flops, open toed shoes, sandals, or slippers are permitted in PE.

## LIFE SKILLS:

Life Skills is an important and mandatory part of the program at Premier Academy. The function of Life Skills is to guide students to making better decisions and life choices. Credit is issued when applicable; non-participation is not an option. All students will participate in the program and activities: there are no exceptions to this policy under any circumstance.

## NON-COMPUTER BASED INSTRUCTION/RTI/DIRECT INSTRUCTION:

Students may be enrolled in mandatory offline instruction and activities according to the need outlined in the Alternative Education Plan (AEP)/Individualized Optional Education Plan (IOEP). Participation in academic remediation and life skills activities is vital to overcoming core issues that impede student success.

## CHEATING:

Students participating in cheating will be disciplined according to their level of participation; consequences can range from loss of credit to removal from Premier Academy.

## CLASSROOM ASSIGNMENTS:

Premier currently houses 4 classrooms. Student's classroom placement is determined by referral reason and the administration and may be changed at any time.

## STUDENT RECORDS:

Premier Academy does not maintain permanent student files. The student's home school holds all permanent student records. Premier Academy maintains temporary files (semester grade reports, attendance, and general behavior records) on each student for 5 years. All official record requests, pertaining to items within the student's permanent file, need to be sent to the student's home school. Please contact your home school for future enrollment opportunities.

## INTERNET/NETWORK POLICY:

Students violating Premier's internet/network policy are subject to removal from the program. This policy governs ALL computer and internet users in this Program regardless of age or station. I understand that:

- a. I, the user, am responsible for my actions and activities involving the Internet/Network.
- b. Computer use and internet access provided by Premier is a privilege, not a right.
- c. There is no right of privacy when using Program equipment.
- d. Premier Academy's equipment is not to be used for private, financial or commercial gain.
- e. There are state and federal copyright laws protecting software.
- f. Computer viruses/Trojan Horses Worms/etc. are a serious problem.
- g. Computer equipment is costly to maintain and replace. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy networks, software and data of the Program, another user, the Internet/Network or any other Internet/Network. This prohibits degrading or disrupting of equipment, software or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism.
- h. The administration may periodically revise the concepts of acceptable and unacceptable use.
- i. I will not tamper with the computers. This includes, but is not limited to:
  - i. Adding or removing hardware or software without the authorization of the Program administrator.
  - ii. Introducing susceptibility to computer "viruses" of any kind.
  - iii. Altering the functions of the computer in any way; entering commands to alter the computer, including any form of "hacking".
  - iv. Loading or downloading programs or files from any source, including the Internet, without specific written authorization of the Program administrator.
  - v. Using another person's user name and password and/or disclosing my user name and password to another user.
  - vi. I am responsible for any activity that occurs when my user name is in use.
  - vii. If I suspect that my password has been compromised, I will report it immediately.
- j. I will use appropriate behavior and procedures around the computers. This means I will conduct myself in a calm and controlled manner around computer equipment, as well as report any alterations to my computer, its screen and any programs or files immediately.
- k. I will obey rules governing use of computer software and Internet access.
  - i. This means I will:
    1. Access the Internet only for educational purposes.
    2. Not access inappropriate sites on the Internet. This includes accessing any graphics or text that are obscene, pornographic or might be considered harmful to minors in any way.
    3. Not access any Chat Room, Instant Message, electronic bulletin board, blog, social media site, music site, email or any other site that is not an activity authorized by the Program administrator.
    4. Give accurate credit to sites used in schoolwork.

Consequences for Violations of this Computer Use Policy include, but are not limited to:

- l. Immediate use will be interrupted.
- m. Financial responsibility for the repair or replacement of any damage to the computer and/or software.
- n. Financial responsibility for the ascertaining of the extent of the problem caused by my actions.
- o. Up to a 10 day suspension and/or possible referral back to home school.

## ATTENDANCE POLICY

**Regular attendance is essential to student success.** Students are expected to be in attendance each day except in cases of illness, family emergency, or court appearances. Chronically poor attendance may result in the following actions: student/parent conferences, home visits, revocation of driving privileges, truancy interventions, court referral and/or removal from Premier. **Students who do not maintain 90% or higher attendance may forfeit their ability to participate in activities such as: home school athletics, school dances, or home school graduation ceremony.**

## ATTENDANCE INCENTIVES:

Weekly: Students who have perfect attendance (on time and present) Monday through Friday will have the opportunity to order lunch each Friday (at their expense, generally \$5 to \$10). Orders and money are collected on Friday morning.

Individually: Students will be acknowledged based on the Merit Recognition system (see chart on pg 7.)

## REPORTING AN ABSENCE:

The following provisions have been made to govern the attendance policy:

1. It is requested that parents call the office at **815-416-0377 x1100** to verify and explain the absence before **9 AM** on the day of the absence. It is the responsibility of the student to remind the parent to contact the school.
2. In the event a phone call cannot be made during school hours, a voice mail system is available for parents to provide the above information.
3. Failure to call the school within a 24-hour period will result in a student receiving an unexcused absence.
4. Administration reserves the right to excuse absences beyond the 24-hour time period.

## EXCUSED ABSENCES:

Based on Section (26-2A) of the Illinois School Code VALID CAUSES for an excused absence include the following:

1. Personal illness or physical disability. This includes hospitalization, outpatient treatment, mandatory doctor consultation, and emergency appointments (each request will be dealt with individually) if verified by a student's doctor/dentist. Students must present a card/note from the doctor/dentist to verify the appointment.
2. Critical illness or death in the immediate family. This includes funerals and necessary travel. c. Approved school activities. This includes all field trips, both co and extra-curricular events scheduled during school hours, college visitations with proper documentation and other sanctioned events.
3. Court appearances – will be excused at the discretion of the administration. Time/minutes spent in court must be verified in writing by an office of the court.
4. Others as determined by administration.

## UNEXCUSED ABSENCES & TRUANCY:

Based on Section (26-2A) of the Illinois School Code, any student who is absent one or more periods of the school day, without a VALID CAUSE, will be considered truant and therefore UNEXCUSED. Examples are:

1. Truancy (willful absence from one or more class periods without proper parental and/or school consent)/chronic truancy
2. Oversleeping
3. No parent calls on a student absence. If the parent calls after school hours, they are asked to leave a phone number where they can be reached to verify the absence.
4. Working at home or on the job, including babysitting
5. Missing the bus or ride to school, including car trouble
6. This list is not all inclusive. Any exception to the list will be considered by administration.

\*Note: After 3 unexcused absences in a semester, student will lose driving privileges to and from school.

## ILLNESS POLICY:

Students with active symptoms of an illness (i.e.: fever of 100.0 F or above, vomiting, diarrhea, spreading rash) will be sent home. Students may return the following day with fever below 100.0 F or doctor's note.

## LEAVING EARLY:

Students are discouraged from leaving school early. Parents are required to contact the school office in advance to set up these arrangements. Requests that are not made in advance may not be granted. If a student chooses to leave without permission, appropriate consequences will be issued.

## TARDIES TO SCHOOL:

If your child is tardy to school (**arrival after 8:45 AM**) they need to enter the building through the Main Office. The office will record the tardy and give the student a pass to class. If a student is habitually tardy, they may be mandated to work in the office.

## WITHDRAWALS/DROP OUTS:

Students may only be withdrawn from Premier by a parent/guardian. Student withdrawal must be done in person with a Premier administrator. Students 17 or younger may not withdraw themselves from Premier without parental permission, unless he or she is emancipated. If a student withdraws from Premier, all of their records are sent to their home school. Student must also officially withdraw from their home school.

## BEHAVIOR/DISCIPLINE

All students are expected to respect themselves, staff, peers and all school property while on school grounds. School grounds consist of the parking lot, buildings, and buses. Violation of school policy on school grounds or during a school sanctioned event will result in behavior sanctions, suspension and/or removal from Premier Academy.

Appropriate intervention will be used to encourage positive behavior changes; students must be willing to identify goals and work toward the completion of their Behavior Plan and Alternative Education Plan (AEP)/Individualized Optional Education Plan (IOEP). Premier Academy uses a merit/demerit system to track all behavior, both positive and problematic. Actions are assigned numerical values and tracked for recognition or intervention by merits/demerits.

### Demerit Interventions

### Merit Recognition

<p><b>10 Demerits</b> Behavior Intervention staff will make contact with student in an effort to determine reason(s) for increase in demerits.</p> <p><b>20 Demerits – Guided Support</b> Students will meet w/ Behavior Interventionist one + session per week in order to create a Student Behavior Plan. Parent will be notified. A day in ALC will be issued.</p> <p><b>30 Demerits – Parent/Student/Staff Meeting</b> At the point that a student reaches the 30 demerit mark, parent will be notified via phone. If meeting isn't scheduled within 3 business days, student will be placed on a merit recovery plan and home school will be notified. Note: The merit recovery plan is separate from consequences for a specific infraction. A day in ALC will be issued.</p> <p><b>40 Demerits – Stakeholder's Conference</b> A conference involving all stakeholders; including, but not limited to: student, parent, Premier staff, and home school staff is conducted. A final Behavior Contract will be created and all stakeholders will sign. A day in ALC will also be issued.</p> <p><b>50 Demerits – Removal from Premier Academy program</b> Student is referred back to home school for placement.</p>	<p><b>10 Merits</b> When a student reaches 10 Merits, they will receive a free snack item. This is a one-time achievement.</p> <p><b>20 Merits</b> Students who maintain the 20 Merit Level will receive a 5 extra credit pts pass each Friday.</p> <p><b>30 Merits</b> Students who maintain the 30 Merit Level + qualify for a \$10 gift card. This is a one-time achievement.</p> <p><b>40 Merits</b> Students who maintain 40 Merits + qualify to participate in the monthly pizza lunch.</p> <p><b>50 Merits</b> Students who maintain 50 Merits or higher for two weeks consecutively will receive a Premier T-Shirt. This is a one-time achievement.</p>
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Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Instances of bomb threats; possession, use, control or transfer of a weapon or any object that can reasonably be considered or looks like a weapon; drug possession; and physical aggression toward staff will result in involvement of law enforcement and possible removal from Premier Academy.

### ALTERNATIVE LEARNING CENTER (ALC):

There are some behavior choices that warrant removal from the classroom and more intensive intervention from staff in order to maintain a peaceful and safe learning environment for all students. A student may be placed in ALC if they have engaged in significant classroom disruption, demonstrated disrespect or have been involved in a serious behavior (for example, physical aggression, threatening another person, etc).

Students will be placed in the ALC at the discretion of administration. Refusal to go to ALC will be treated as non-compliance and students may be considered for removal from Premier Academy. Parents/guardians will be contacted if a student is placed in ALC. If the student's behavior does not improve in ALC, parents/guardians will be required to pick the student up from school. Students must have a successful day while in ALC. Academic work must be completed and there should be no significant disciplinary issues. If a student does not have a successful day, they will remain in ALC until they achieve a successful day. While in ALC, the student loses the opportunity to participate in any incentives (attendance lunch, etc.). Students may not request to go to ALC and ALC will not be used as an alternative classroom.

### 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 administration within five (5) days of suspension.

## **BULLYING/INTIMIDATION/HARRASSMENT (102ILCS 5/27-23.7):**

Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct is prohibited. Prohibited aggressive behavior includes; any use of violence, force, noise, coercion, threats, intimidation, fear, bullying, hazing, or other comparable conduct.

Definition: Bullying occurs when a student or students are exposed, repeatedly and over time, to negative actions on the part of one or more other persons in such a way as to disrupt or interfere with the school's educational mission or the education of any student. An intentional, knowing or reckless act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student or any Premier employee for the purpose of being initiated into, holding office in or maintaining membership in any student organization, or as directed against any student because of grade level, organizational affiliation, race, religion, gender or ethnic background is not allowed. The term hazing/intimidation/bullying includes, but is not limited to:

- ❖ Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- ❖ Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- ❖ Any activity involving the consumption of a food, liquid, alcoholic beverage, drug, tobacco product or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- ❖ Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school. (Examples: whistling at the opposite/same sex, panhandling, depantsing, etc.)
- ❖ Any activity that includes causes or requires the student to perform a task that involves a violation of state or federal law.
- ❖ Students who engage in hazing/intimidation/bullying, solicit, encourage, direct, aid or attempt to aid another engage in hazing/intimidation/bullying, intentionally, knowingly or recklessly permit hazing/ intimidation/bullying, having knowledge of the planning or occurrence of a specific hazing/intimidation/ bullying activity and failing to report it to a school employee could face disciplinary consequences.

## **CYBERBULLYING:**

Premier Academy recognizes the rights of students who choose to participate in online social networking and other communication in electronic form. However, information produced, shared, and retrieved by students that is related to other students or staff is subject to Premier Academy's policies and any student engaging in actions that are deemed inappropriate, by any measure, are subject to disciplinary action.

## **PHYSICAL AGGRESSION/CONTACT/FIGHTING:**

Engaging in inappropriate physical gestures and/or contact with another student or adult, either consensual or nonconsensual, is strictly prohibited. The student may be removed from the classroom if at any time the student or teacher feels uncomfortable or threatened by actual or threatened physical contact. Physical contact may be unavoidable and/or required in certain situations that put anyone at risk or in danger.

- ❖ Physical aggression towards any person is unacceptable. Premier Academy has zero tolerance for physical aggression.
- ❖ Actions involving physical contact where injury may occur (hitting, kicking, punching, hitting with an object, hair pulling, scratching, slapping, etc.) will have severe consequences. Consequences for physical aggression/fighting will be determined by Premier Academy administration, including the possible removal from the program.
- ❖ Students who engage in physical aggression/fighting may be subject to arrest. Actions which may not cause physical harm but threaten the safety of students and staff (aggressive behavior other than fighting, instigation of a fight, threats of violence, etc.) will have severe consequences as determined by school administration.

## **CONFLICT RESOLUTION:**

Conflict in the classroom is disruptive to the learning environment and will not be tolerated. If the conflict cannot be handled within the classroom, the student(s) may be removed by a staff member (counselor, administrator, etc). Students who refuse to comply with this will face further disciplinary consequences, as decided by administration. Mediation between the student and other person(s) involved may occur if the conflict is not quickly resolved or warrants student removal from the classroom. Mediation to be conducted by the counselor may be requested by administration, parents and/or the student(s) involved participation is mandatory.



## DAMAGE TO SCHOOL MATERIALS/PROPERTY:

Any damage to or theft of school materials and/or property will result in fee charges to the student's account. Fees will be based on replacement cost of material and (or) property. Failure to comply with these policies (including internet use policy) may result in removal from Premier Academy.

In the classroom, each student will be assigned a work station and all of their computer equipment will be checked out to them, including but not limited to the computer unit, monitor, keyboard, mouse and headphones. Students are responsible for their assigned computer items and will be held liable at all times for any damage which may occur to them. If the equipment is misused and subsequently damaged, the parent/guardian of the student to which the equipment was assigned will be responsible for paying the cost of the equipment as restitution. "Misuse" of the equipment includes but is not limited to altering (or attempting to alter) computer settings, writing/markings on any computer equipment, removing/rearranging keys, tampering with mice, etc.

## EXTORTION:

Property exchange by students is discouraged and may be considered extortion. If a disagreement of ownership occurs, the property in question will be confiscated and appropriate disciplinary action will be taken. Property will not be returned.

## SEXUAL HARASSMENT:

Sexual harassment is strictly prohibited at Premier Academy. An employee, school authority or student is engaged in sexual harassment whenever he or she makes sexual advances, requests sexual favors, engages in verbal/physical conduct of a sexual or sex based nature and/or any other conduct on the basis of sex that has the purpose/effect of:

- ❖ substantially interfering with a student's educational environment,
- ❖ creating and intimidating, hostile, or offensive educational environment,
- ❖ depriving a student of educational aid, benefits, services, or treatment,
- ❖ and/or making submission to, or rejection of, such unwelcome conduct the basis for academic decisions affecting a student

The terms "intimidating"," hostile" and "offensive" include all conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to: touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and/or spreading rumors related to a person's sexual activities.

Sexual harassment is defined by the Illinois Administrative Code as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Sexual harassment interferes with a student's right to learn, study, work, or participate in school activities in a comfortable, respectful environment. According to state and federal laws, sexual harassment of students or school employees is illegal and is prohibited in Illinois Public Schools.

To determine whether a situation or encounter is sexual harassment, it is helpful to ask yourself the following questions:

1. Is the behavior of a sexual nature?
2. Is the behavior unwelcome by anyone involved?
3. Does the behavior make you or anyone near you feel uncomfortable?
4. Does the behavior interfere with anyone's ability to learn or participate in school activities?
5. Does the behavior involve one person trying to have some sort of power over another person?
6. Is the behavior part of a repeated behavior?

Types of Sexual Harassment:

- ❖ Verbal- Requests for sexual favors, lewd comments, inappropriate jokes, name calling, unwanted sexual comments
- ❖ Physical- Unwanted touching, kissing, cornering, massaging, rape (assault/battery)
- ❖ Visual- Leering or displaying sexually explicit photos, drawings, or objects, gestures with hands or body of a sexual nature, revealing body parts in a sexual nature

\*Students who believe they are victims of sexual harassment or have witnessed sexual harassment are strongly encouraged to discuss the matter with administration, counselor or other building staff. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation of harassment of one student by another will be referred to the building administration for appropriate action, which may include removal from Premier Academy.

# BUILDING PROCEDURES

## FOOD/BEVERAGES:

**Premier Academy does not have a cafeteria.** Students are strongly encouraged to bring healthy snacks to eat at a designated time during the school day. Students may purchase small snack items from the vending machines during their designated vending times. While vending machines are available, students should not plan their snacks and meals based on vending offerings. Vending is an earned privilege, so ultimately students are responsible for bringing their own food.

**Vending will only be available during the school day at these times:  
8:45-9:30 AM, 11:15-11:45 AM, and after 2:15 PM**

- ❖ Students are allowed to eat in their classrooms and will be offered a lunch break each day. **Students may not eat at their own leisure:** students may have a designated snack time.
- ❖ Food may be kept in an area designated by the teacher.
- ❖ Premier Academy does provide plastic eating utensils; metal utensils are not permitted at any time.
- ❖ No glass containers or energy drinks will be permitted. All beverages need to be in a container with an unbroken seal.
- ❖ If friends/family members intend to bring in food to students during the school day, the food must arrive between **10:45–11:00 AM**. Food arriving outside the stated lunch break will be kept in the office until lunch or dismissal. No commercial food delivery will be accepted at any time.
- ❖ No GUM/not-packaged candy will be allowed in the building; any items confiscated during pat down will be disposed of.

## MEDICATIONS:

**PRESCRIPTION MEDICATION:** In the event a medication must be given during school hours, a non-medical staff member will supervise the administration of student medication. Parents are encouraged, with the help of their physician, to work out times to give medication outside of school hours whenever possible.

No prescription medications will **be given without a doctor's order and written parent permission**. A valid physician's order for medication will include the following:

- Name** of patient and medication
- Dosage** (in milligrams, not number of pills or tablets)
- Time(s)** of administration
- Any** special handling requirements and potential side effects

Parents must file a written consent to distribute medicine with the office every year or whenever the prescription changes. Short-term medicines (those to be taken for less than 2 weeks) - such as an antibiotic will be given when the parent part of the permission form is completed. The medication must be sent to school in the original pharmacy container, labeled, along with directions for proper storage. Students are not allowed to have medication in their possession. **This includes prescription throat lozenges/cough drops.**

- ❖ This practice provides for the safety of all the students onsite. The only exception is if the student is in danger without the medication, such as an inhaler for asthma.
- ❖ Medicines that are sent in a plastic bag or any other form of re-packaging will not be distributed.
- ❖ The medication should be given to a faculty member immediately upon arrival at Premier Academy's property. Every effort will be made to protect their privacy regarding the receipt of medicine at school.
- ❖ The use of medical Marijuana is prohibited on school property.

**NON-PRESCRIPTION MEDICINE:** The following procedures must be followed when it is determined that a student must take medication during school hours:

- ❖ Premier Academy employees may not administer medication without the parent/guardians' written permission. Parent/guardian may come to the site to administer medication to their child.
- ❖ Medication shall be brought to the site in the original manufacturer's packaging. The student will self-administer the medication under appropriate supervision.

Medications, when not in use, will be kept in a secured storage container in the main office at all times. Any change in medication or dosage must be reported immediately by the parent/guardian or physician. Changes will then be recorded on the permission form.

## DRESS CODE:

Clothing of all students (male and female) must cover the waist/stomach area, hips, chest, shoulders, and thighs at all times. It is the responsibility of the parent and student to ensure that clothing is appropriate. Students who refuse to comply with this policy will not be allowed into the classroom. Students need to consider the activities of a school day when dressing for school (PE, etc.). **Premier staff reserves the right to deem any article of clothing or accessory inappropriate.**

- ❖ UNDERGARMENTS MUST BE COVERED BY CLOTHING AT ALL TIMES.
- ❖ Tank tops (a min width of 2 inches of fabric over the shoulders) may be worn, no spaghetti or thin straps allowed.
- ❖ Absolutely no cleavage.
- ❖ No sheer or see-through clothing is allowed.
- ❖ Midriffs must be fully covered when the student raises both arms above their head. No visible back (lower/upper).
- ❖ Shirts may not be rolled up or secured by a rubber band.
- ❖ The fingertip rule will be applied when measuring the appropriateness of shorts/skirts and all holes in garments. (All garments must reach a student's fingertips when arms are fully extended downward at his or her sides; shoulders must be lowered when demonstrating compliance).
- ❖ No jeans that are excessively: ripped, distressed, or torn.
- ❖ All pants/shorts must sit at the waist. No underwear may be visible at any time.
- ❖ No designs/shavings in hair or eyebrows (must be covered with band aid or filled with eyebrow pencil).
- ❖ No hats, bandanas, do-rags, curlers, hair picks, sunglasses, or head coverings of any kind are permitted to be worn inside the building.
- ❖ Ball caps will not be allowed into the building and will be confiscated by staff.
- ❖ No gang or other inappropriate representation (no representation of colors, left/right, symbols, numbers, etc.).
- ❖ Clothing or accessories that promote alcohol, tobacco, drug use, inappropriate language, violence, offensive sentiment, etc., are prohibited. Any item that can also function as a weapon will be banned.
- ❖ Inappropriate markings or tattoos must be covered.
- ❖ All students must wear shoes to school and must remain on their feet at all times. No house shoes or slippers may be worn at school.

\*If a student has multiple reminders to remove their hood from their head, they will no longer be allowed to wear hoodies to school. Hoodies may be confiscated by staff, and the student will be provided with alternative clothing. Hoodies will be returned to them at the end of the school day.

## PERSONAL BELONGINGS:

- ❖ Students are advised to leave personal property at home. If a student chooses to bring personal property to school, he or she is responsible for keeping his or her item(s) on his or her person at all times. **Premier Academy assumes no liability for said items if lost, stolen, or damaged.**
- ❖ 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.
- ❖ Students are not permitted to bring household items to school. This includes (but is not limited to) pillows, blankets, appliances, hair dryers, flat irons, curling irons, etc. Fidget spinners and cubes must be turned in at pat down.
- ❖ No external speakers/personal headphones will be allowed. The only permissible headphones in the classroom are Premier Academy issued; headphones will be supplied to students for classroom use. Personal headphones will be collected upon entry. There are no exceptions to this policy.

## BACKPACKS, PURSES & LUNCH BAGS:

Students will be required to use the Premier issued backpack. Any personal items must fit inside the Premier issued backpack. All personal items brought into the classroom must be placed as instructed by the classroom teacher. Students are not allowed to bring pens, pencils and/or calculators. All personal belongings are subject to search at any time.

## ELECTRONIC DEVICES:

Cell phone usage during the school day is prohibited. Students who choose to bring their phone to school must **turn off the device** and hand it to staff upon entry for secure storage. Phones will be returned at dismissal. **In all instances of a cell phone violation, demerits will be issued and the cell phone will only be returned to a parent/guardian.** The first and second violation of this policy will result in administrative confiscation of the cell phone. The third (final violation) of this policy will result in confiscation of the cell phone and will result in permanent prohibition of bringing a cell phone to school.

## 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 and upon reentry to the building. Refusal of search at any point will result in administrative intervention, and students will not be allowed in the building. All students may be subject to spot searches at any point in the school day (on or off campus) as deemed appropriate by staff. An electronic search device may be used.

The school reserves the right to inspect any item brought to school by the student. Contraband is defined as any item that may lead to bodily injury or cause a disruption of school operations (including, but not limited to: hair products, perfume/cologne, nail polish, eye drops, rat-tail combs, metal hair picks/combs/brushes, wallet chains, etc.). **Any item deemed as contraband will be confiscated and not returned.** The school is not responsible for lost, broken, or stolen contraband items recovered from students.

Students should have no expectation of privacy in regards to any personal belongings brought into the building. If the search produces evidence that the student is in violation of the law or Premier Academy policy, such evidence may be kept by administration and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

## GANGS, FRATERNITIES, SORORITIES, CULTS, SECRET SOCIETIES, AND OTHER GROUPS NOT SANCTIONED BY PREMIER (740 ILCS 147/1, ed. seg.):

A "gang" is defined as any combination, confederation, alliance, network, conspiracy, understanding, or other similar conjoining, in law or in fact, of three or more persons with an established hierarchy that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity. Any indication of being a member, being involved or joining or promising to join, or becoming pledged to become a member, or soliciting any other person to join, promise to, or be pledged to become a member of any public school fraternity, sorority, gang, cult, or secret society, or engaging in other gang activity, is prohibited. Gang activity includes, but is not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, insignia, sign, colors, combinations of colors or combinations of clothing, wearing apparel, accessories, identifiers, paraphernalia, or other that is indicative or symbolic of drug use or membership or affiliation in any gang, cult or secret society,
2. Committing any act or omission, using any speech, either verbal or non-verbal (such as gestures, graffiti, tagging, or hand-shakes) showing membership or affiliation in any gang, cult or secret society
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, cult or secret society, including, but not limited to: soliciting others for membership in any gangs, cult or secret society, requesting any person to pay dues, insurance, or protection or otherwise intimidating or threatening any person, committing any other illegal act or other violation of school district policies and inciting other students to participate in any form of physical violence involving persons or property.
4. Confirmation of a student being in a public school fraternity, sorority, gang, cult, or secret society, or soliciting for membership, displaying or possessing symbols or engaging in other gang activities.
5. Any activity that includes causes or requires the student to perform a task that involves a violation of state or federal law.

## MUSIC POLICY:

Students are not permitted to use Premier computers or equipment to listen to music or charge any devices. This includes CD/DVD drives, Media Player, and any other method of obtaining music via Premier's internet connection.

\*Teachers may grant music privileges to students who have earned it through academic progress and positive behavior. (Students must turn off their music device and remove headphones etc. any time they leave their immediate work area or classroom). Allowable devices include: IPODS, MP3 Players, and CD players. Violation of this policy will result in the loss of the individual's music privilege. Web enabled devices, cameras, video cameras, gaming devices, etc., are **prohibited regardless of music privilege status.** Cell phones **MAY NOT** be used as a music device.

### **SAFE SCHOOL HOTLINE-815-941-5401**

Do you have information about a crime that has occurred or is about to occur?

Do you have suggestions on how to keep our school safe?

Do you know someone who is being harassed or bullied?

You do not have to leave your name!!!

## POLICE INTERVIEW/QUESTIONING:

In the event that law enforcement authorities seek to interview a student during school hours, the school shall attempt to contact a parent/guardian before allowing the law enforcement agent to interview the student, unless extenuating circumstances dictate that this cannot be done. All attempts to contact a student's parents/guardians shall be documented. Extenuating circumstances exist when, for example:

- a. There is a risk that delay in proceeding with the interview may pose imminent danger to the health or safety of students, school employees or other persons in the community
- b. The student's parents are suspected of serious criminal activity or of co-involvement with the student in criminal activity
- c. Law enforcement authorities need to act promptly to prevent destruction of evidence of a serious crime, or flight from the jurisdiction by a person suspected of criminal activity

If a student refuses to speak to law enforcement authorities, the interview may not proceed on school grounds. If the parent conditions consent on being present, then absent exigent circumstances, the interview should be delayed until their arrival. All interviews of students will be conducted in private, to avoid disrupting school, protect the student's privacy, and preserve the integrity of the investigation.

\*At the student's request, a Premier Academy staff member will be present when parental support is not available and student's parent/guardian has consented to questioning.

## TRANSPORTATION:

Transportation is provided by the student's home school. It is the student/family's responsibility to maintain contact with their specific bus company. **Bus riders must call the bus company each morning they will not use bussing services.** 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.

Premier Academy is not responsible for any transportation issues; any issues regarding transportation should be directed to the home school. These concerns include, but are not limited to, pick up/drop off times, missed bus, and disciplinary issues that occur on the bus. Contact information for all transportation departments may be obtained on the Premier Academy website as well as below.

**GSW / COAL CITY Illinois Central School Bus – (815)634-0333**

**Minooka Bus Garage – (815)467-5133**

**Morris / Illinois Central School Bus- (815)416-1745**

**Plano Bus Garage – (630)552-8980**

**Oswego Bus Garage – (630)636-2976**

**Yorkville Bus Garage – (630)553-0435**

## STUDENT DRIVERS/PARKING:

Parking stickers are provided upon registration and must be placed in the lower corner of driver's front window.

Students who drive to school must operate their vehicles safely while on school grounds:

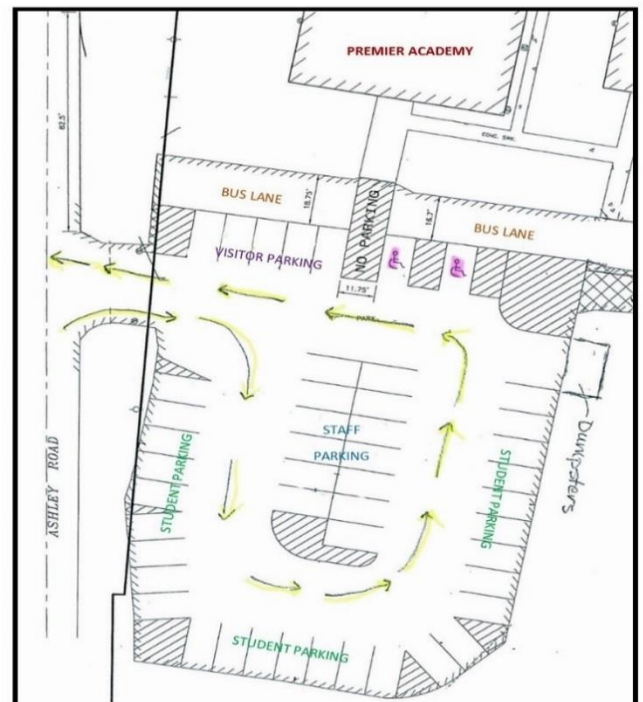
- ❖ they must follow the flow of the parking lot
- ❖ they should never enter bus lane
- ❖ they must obey the 5 mph speed limit
- ❖ no loud music will be allowed
- ❖ they must park on school grounds at all times

Students are not allowed to loiter outside or in the parking lot before arrival or following dismissal.

All vehicles on school grounds are subject to search.

Premier Academy staff will supervise the grounds at dismissal but will not be responsible to monitor an individual student's exit from school grounds.

\*A student that accrues excessive unexcused absences or tardies in a semester may be required to surrender their parking pass to administration and lose their driving privileges to and from school.



## VIDEO SURVEILLANCE:

In the interest of safety and security of students, staff, visitors, and property, video surveillance equipment is present and visible in many areas of the Premier Academy campus, including the parking lot, and on district school buses/vehicles. It will be understood that there is no reasonable expectation of privacy in these areas. Due to liability and the privacy of our students, parents will not be allowed to view the video at any time.

## TOBACCO:

### **Premier Academy is a tobacco-free campus.**

Students are not allowed to possess, use, distribute, purchase, or sell tobacco on school grounds or at any extra-curricular activities on or off school property. This includes any time a student is on the school bus or in the school parking lot. **Cigarettes, smokeless tobacco, nicotine patch or gum, E-hookah pens, E-cigarettes, vape pens and supplies are prohibited on school property and will be confiscated and not returned. Confiscation of materials may result in suspension, police referral, and/or parent/guardian conference.**

## DRUG-FREE SCHOOL POLICY:

Premier Academy is a Drug-Free School and as such prohibits using, possessing, distributing, purchasing, offering for sale, or selling of any intoxicating substance:

- ❖ Alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- ❖ Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
- ❖ Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
- ❖ Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- ❖ The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- ❖ Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- ❖ "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance or other substance that is prohibited by this policy.
- ❖ Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- ❖ Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession. In order to maintain a drug free environment, actions will be taken to discourage and stop all drug related activity. These actions may include, but not be limited to: canine searches, parent notification, and drug screening. The following 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 include, but are 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

\*When reasonable suspicion exists, the student will be required to take a drug toxicology screen at Premier's expense. 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/offense and student will be placed on a Behavior Contract. Drug screens and test results are to be kept confidential. Disciplinary consequences will be determined on a case-by-case basis.

## VISITOR POLICY/TOURS:

Parents and other visitors are welcome at Premier Academy. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable policies and procedures. When arriving on campus, all visitors should be prepared to show identification. Tours are available on an appointment basis only; prior arrangements will ensure that the staff have materials ready for them.

## IN CASE OF AN EMERGENCY:

In the event of an evacuation, students will be escorted to Gene Funk's Trailer Sales. Parents/guardians will be notified via the automated calling system.

**STUDENT PHONE CALLS:** Phone calls made by students are limited to emergencies only and must be made from the main office. This does not include calls for food or arranging transportation; these are not considered emergencies.

**DISASTER DRILLS:** Drills are held at unspecified times. Each room has emergency exit procedures posted. When an emergency drill sounds, move quickly to the designated exit or area. Do not attempt to take coats or school supplies with you. In case of a fire drill, students should move quickly away from the building to a safe distance, remaining together with their class. When the drill ends, students will return to class promptly and quietly. Various other "Student Safety" drills will be conducted.

**WEATHER EMERGENCIES:** In the event of inclement weather, you will be notified via Blackboard Connect with a message if there is no school in session. School closings will also report to the **WCSJ 95.7 FM** radio station. Announcements apply only to the day on which they are issued.

## **DISCLAIMER**

Premier Academy makes no warranties of any kind whether express or implied for the program. Premier Academy and the administration are not responsible for any damages incurred; including the loss of data resulting from failure of computer systems or information obtained via a computer system and the Program is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent or of an inappropriate nature.

**This handbook is by no means all-inclusive of the rules necessary to effectively run a school.**

Any conduct detrimental to school, safety, and/or the educational process at school or directly relating to the functions of the school and its policies will be dealt with immediately to effectively restore the learning environment.

The policies in this handbook are subject to change. New rules may be adopted or changes made as needed.

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of Regional Office of Education #24's policies and those of Premier Academy. Students are expected to comply with, and abide by, the school's policies, rules and regulations. The administration reserves and retains the right to modify, eliminate, or establish these policies, rules and regulations as circumstances warrant.

Students are expected to know and comply with the contents of the student handbook.

Students or parents with questions or concerns may contact Premier Academy Main Office at 815-416-0377 to find out about the most recent revision of the handbook and policies therein.

All handbook, school rules and policies apply to all school-sponsored events including those activities off school campus.