

PREMIER ACADEMY
STUDENT HANDBOOK

www.premieracademymorris.org



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A PROGRAM OF THE GRUNDY/KENDALL REGIONAL OFFICE OF EDUCATION

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Our MISSION is

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-1:45pm / School Improvement/Early Dismissal Days: 8:30-11:30am

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 $50. Additional fees will apply if school property is misused and restitution is deemed necessary by admin.

*Fees may be waived for those families that qualify for free and reduced lunch as determined by the student's home school.

SCHOOL COMMUNICATION (TeacherEase):

TeacherEase is an interactive student information system. It will allow users to view behavior, attendance and completed courses instantly on the web as it is posted in TeacherEase by staff. Additionally, it will facilitate improved communication between staff and families. TeacherEase also offers an app that will allow for easy access to student information. It is the responsibility of the family to update all pertinent phone numbers and addresses.

Call Notifications

- An **outreach message** is a general announcement (may be campus or class related) that will be delivered to the Primary Phone (and Additional Phone, if requested) for each selected contact. An example of this may be an event reminder, such as late starts and early releases.
- An **emergency message** is a message scheduled to go to ALL available phone numbers (home/office/cell) and email addresses for each selected contact. An example of this might be a weather-related school closing.

Important Call Delivery Notes

- When you receive a call, the recipient's caller ID will display Premier Academy/our phone number (815-416-0377).
- When listening to a message, please be aware that background noise will affect the delivery as it is calibrated to determine whether a person or an answering machine/voicemail has been reached.
- The automated calling system cannot dial extensions; please ensure that you only provide direct lines.

Text Notifications

In addition to phone calls and email blasts, Premier uses TeacherEase's text capabilities to share information with parents/guardians who have a cell phone number on file with us. To opt out of this service at any time, please follow the TeacherEase instructions.

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.

STUDENT ACADEMICS

ENROLLMENT:

Student enrollment will occur on a quarterly basis. During that enrollment period, in addition to traditional Edgenuity coursework, students may be responsible for turning in PE logs and/or completing Life Skills activities.

CLASSROOM ASSIGNMENTS:

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

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 they apply credit to the student's transcript. It is the discretion of Premier staff to allow students to work from home. 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%	

GRADUATION:

Premier Academy will celebrate each student's completion individually. Please contact your student's home school for guidelines, rules and directives for their specific graduation ceremony.

STUDENT RECORDS:

Premier Academy does not maintain permanent student files. The student's home school holds all permanent student records. All official record requests, pertaining to the student's permanent file such as transcripts, immunization records, etc need to be sent to the student's home school. Premier Academy maintains temporary files (semester grade reports, attendance, and general behavior records) on each student for 5 years. **For all temporary file requests from Premier Academy's records, 72 hour notice will be required to obtain any documents/info.**

PHYSICAL EDUCATION:

Physical Education IS NOT OPTIONAL – it's mandated by law. 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. The only students who will be excused from PE are those that have a PE waiver from their doctor. By signing this handbook, you allow your student to participate in Physical Education at Premier Academy and release the school from any liabilities.

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. There are no exceptions to this policy under any circumstances.

*Your student may be required to participate in team-building or life skills events. These events are mandatory in accordance with our grants.

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.

USE OF AI (ARTIFICIAL INTELLIGENCE):

"Artificial Intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include but are not limited to ChatGPT and other chatbots and larger language models.

AI is not a substitute for schoolwork that requires original thought and cannot be claimed as their own work. The use of AI, including AI image or voice generator technology, to take tests, complete assignments, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism and violates school rules/school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and all other schoolwork may be checked by AI content detectors and/or plagiarism recognition software. Edgenuity specifically utilizes programs for this purpose.

E-LEARNING INFORMATION (FOR AN EMERGENCY DAY-INCLEMENT WEATHER, ETC):

Premier Academy plans to utilize E-Learning days on a case-by-case basis beginning with the 2019-2020 school year. Public Act 101-0012, allows for the use of E-Learning days in lieu of traditional snow days or other days taken for emergency closures. E-Learning days allow for Premier students to continue on with their computer-based studies from a location other than the traditional school setting. Please read the questions and answers related to E-Learning (as seen below).

E-Learning Guidelines	
How will I know that it is an E-Learning Day?	If school is cancelled, an announcement will be made via our electronic notification system. This system generates automated phone calls, e-mails and text messages to everyone enrolled. When possible, students will be notified at school the day before forecasted conditions suggest the possibility.
How will I check in to have my attendance recorded?	Attendance will be taken in two forms during the school day. First, each student is expected to log into their TeacherEase account before 8:30am and check in for attendance. Those who haven't checked in by 9am will receive an automated attendance message via an electronic notification system. Secondly, students' attendance will be verified by meeting the coursework expectations listed (meeting coursework goal or working online for 5 hours).
What am I expected to complete on an E-Learning Day?	Ideally, students are expected to meet their daily coursework goal. At minimum, students are expected to meet their coursework goal OR work online for 5 hours.
What if I have questions about my coursework?	Staff can be contacted between the hours of 9:00am – 2:00pm and can be reached via email or phone (contact information available on www.premieracademymorris.org)

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 is defined as any malicious attempt to harm or destroy networks, software and data of the Program, another user, and any Internet/Network. This prohibits degrading/disrupting of equipment, software/ system performance. It also includes but is not limited to, the uploading/creation of computer viruses. Users are responsible for all costs related to the repair/restoration of any damage done through vandalism and may result in cancellation of privileges or disciplinary action.
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/downloading programs or files from any source, including the Internet, without written authorization from Premier.
    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. 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. This means I will:
    i. Access the Internet only for educational purposes and not access inappropriate internet sites, including accessing any graphics/text that are obscene, pornographic or considered harmful in any way.
    ii. 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.
    iii. 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/replacement of any damage to the computer and software; this includes any problems caused by my actions.
n. Up to a 10 day suspension and/or possible referral back to home school.

STUDENT ATTENDANCE POLICY

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, assigned day(s) in the Alternative Learning Center (ALC), 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:

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

REPORTING AN ABSENCE:

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

- 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.
- If a phone call cannot be made during school hours, a voice mail system is available for parents to leave the above info.
- Failure to call the school within a 24-hour period will result in a student receiving an unexcused absence.
- Medical Documentation must be submitted to the Main Office within 24 hours of the student's "return to school date."
- 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.
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. Mental and behavioral health of the student (maximum of 5 days per school year).
5. Observance of a religious holiday.
6. Others as determined by administration.

UNEXCUSED ABSENCES:

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 for a portion of the school day without proper parental and/or school consent)
2. No parent calls on a student absence. If the parent calls after school hours, they are to leave a phone number where they can be reached to verify the absence.
3. Working at home or on the job, including babysitting
4. Missing transport to school, including car trouble
5. Vacations of any kind
6. Any exceptions will be considered by administration.

TRUANCY:

An Accumulation of unexcused absences will result in the review by Premier Administration and the Regional Office of Education #24 being notified with the possibility of students being referred to the County Truancy Officer and/or truancy tickets being issued to the custodial adult if student attendance does not improve.

In order to re-engage a student who is truant or chronically absent, Premier Academy might use any of the following interventions to identify the causes of unexcused absences:

1. Staff problem solving committee
2. Parent conferences
3. Student social work/counseling services
4. Provide information about community resources available to truant students and families of truant students
5. Report students to officials under the juvenile court act
6. Refer student to state's attorney program
7. Apply appropriate school discipline

ILLNESS POLICY:

Students with active symptoms of an illness (i.e.: fever of 100.4 F or above, vomiting, diarrhea, spreading rash) will be sent home. Students may return the following day with fever below 100.4 F or doctor's note.

TARDIES TO SCHOOL (after 8:30am arrival):

If your child is tardy to school they need to enter the building through Door #1 and go to the Main Office; the office will record the tardy. If a student is habitually tardy, student may be mandated to work in the Alternative Learning Center/office.

*If a student has a combination in excess of 7 unexcused tardies/leaving early, they are no longer exempt from coursework final exams.

LEAVING EARLY (before 1:45pm dismissal):

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

*If a student has a combination in excess of 7 unexcused tardies/leaving early, they are no longer exempt from coursework final exams.

5TH YEAR+ ATTENDANCE POLICY:

Students in their 5th year and beyond must not have more than 9 unexcused absences per semester. On absence #10, they can apply for an extension. Students granted an extension should not go over 15 absences in a semester and will be dropped on their 16th unexcused absence. Student would be notified of when they are able to re-enroll.

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 as well.

DROP POLICY:

When a student is under the age of 17 and misses 7 consecutive days of school without valid cause, the student's parent(s) will be notified in writing that if the student fails to attend school for 15 consecutive days of school without valid cause, the student will be deemed to have voluntarily withdrawn.

When a student who is above the age of 17 misses 15 consecutive days of school without valid cause, the student will be deemed to have voluntarily withdrawn, and the student's name will be removed from the District's roster.

STUDENT 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, field trip locations and buses.

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. **Parent notification of these levels will be made via the automated calling system.**

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.

Merit Recognition/Incentives:

10 Merits	When a student reaches 10 Merits, they will earn a free snack item.
20 Merits	Students who maintain the 20 Merit Level will earn a set of extra credit points passes – valid for quizzes only.
30 Merits	Students who reach the 30 Merit Level will earn a $10 gift card.
40 Merits	Students who reach 40 Merits will qualify to participate in monthly pizza lunch.
50 Merits	Students who reach 50 Merits qualify for a Premier T-Shirt; one-time achievement.

MERIT RECOVERY:

Merit recovery consists of working with the Assistant Principal individually to earn merits/reduce a student's number of demerits. Individual meetings (once a student has reached 30 demerits) include: completing worksheets and discussing behavioral issues pertaining to the six pillars of character. If a student is a full participant during merit recovery meetings, they can earn up to 2.5 merits per meeting.

Each student in merit recovery will have the ability to meet with the Assistant Principal 5 times; merit recovery is complete if after the 5th meeting the student is below 30 demerits. However, if the student remains above 30 demerits after 5 meetings or reaches over 30 demerits a second time, they will have the opportunity to have 5 additional merit recovery meetings.

Demerit Levels/Interventions (MERIT RECOVERY IS POSSIBLE AT EVERY LEVEL/ON A DAILY BASIS):

10 Demerits	**Initial Meeting**	Asst. Principal will make contact with student in an effort to determine reason(s) for demerits.
20 Demerits	**Guided Support**	Students will meet w/ Asst. Principal to discuss behavior issues & create a Behavior Intervention Plan moving forward. Plan will be emailed home to parent.
30 Demerits	**Parent/Student Staff Meeting**	Parent will be notified via phone of necessary meeting that must take place within 3 business days; student will remain in ALC until meeting is held. If meeting is not scheduled within 3 business days, meeting will take place without parent/guardian and 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.
40 Demerits	**Stakeholder's Conference**	A conference involving all stakeholders; including, but not limited to: student, parent, Premier staff, and home school staff is conducted. Conference must take place within 3 business days; student will remain in ALC until meeting is held. If conference is not scheduled within 3 business days, conference will take place without parent/guardian and student will be placed on a final Behavior Contract that all stakeholders will sign and home school will be notified.
50 Demerits	**School Removal**	Student is removed from Premier and referred back to home school for placement.

CYBERBULLYING:

Definition: Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of: signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation: electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes:

1. The creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying
2. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying
3. The posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying

Bullying may take various forms including but not limited to one or more of the following:

- Harassments, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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 the risk of harm or that adversely affects their mental/physical health or safety.
- 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 adversely affects their mental/physical health or safety.
- 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.

SEXUAL HARASSMENT:

Sexual harassment is strictly prohibited at Premier Academy. It occurs when an employee, school authority, or student engages in unwelcome sexual advances, requests for sexual favors, or verbal, physical, visual, or other conduct of a sexual or sex-based nature that:

- ❖ Substantially interferes with a student's educational environment.
- ❖ Creates an intimidating, hostile, or offensive educational environment.
- ❖ Deprives a student of educational aid, benefits, services, or treatment.
- ❖ Makes submission to or rejection of the conduct a basis for academic decisions affecting a student.

Under the Illinois Administrative Code, sexual harassment includes "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 and respectful environment. Sexual harassment of students or school employees is prohibited by state and federal law.

When determining whether conduct may constitute sexual harassment, consider whether:

1. The behavior is sexual in nature.
2. The behavior is unwelcome.
3. The behavior causes discomfort to you or others.
4. The behavior interferes with learning or participation in school activities.
5. The behavior involves an attempt to exert power over another person.
6. The behavior is repeated.

Types of Sexual Harassment:

- **Verbal:** Requests for sexual favors, lewd comments, inappropriate jokes, name-calling, or unwanted sexual comments.
- **Physical:** Unwanted touching, kissing, cornering, massaging, rape, or other assault/battery.
- **Visual:** Leering; displaying sexually explicit photos, drawings, or objects; sexual gestures; or revealing body parts in a sexual manner.

"Intimidating," "hostile," and "offensive" conduct includes behavior that causes humiliation, embarrassment, or discomfort. Examples include unwanted touching, crude jokes or pictures, discussions of sexual experiences, teasing about sexual characteristics, and spreading rumors about a person's sexual activities.

Students who believe they have experienced or witnessed sexual harassment are strongly encouraged to report it to administration, a counselor, or other building staff. Complaints will be kept confidential to the extent possible while allowing the school to investigate. Students who make good-faith complaints will not be disciplined.

Allegations of harassment between students will be referred to building administration for appropriate action, which may include removal from Premier Academy.

GANGS, FRATERNITIES/SORORITIES, CULTS, SECRET SOCIETIES, & OTHER GROUPS NOT SANCTIONED:

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. **(740 ILCS 147/1, ed.seg.)** 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.

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 disciplinary action will be taken. Property will not be returned.

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 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 in these instances.

DAMAGE/DEFACE 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 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. 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/marking on any computer equipment, removing/rearranging keys, tampering with mice, etc.

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 will follow with one day in the ALC to allow for re-engagement into the school building.

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.

SAFE SCHOOL HOTLINE- (ANONYMOUS)- 815-416-0377 x1200

Do you have info about a crime that has occurred/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?

PREMIER 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/Pantry will only be available during the designated times.

- 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/lunch 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.
- **No commercial food delivery will be accepted at any time.**
- No GUM/not fully sealed candy will be allowed in the building; any items confiscated during pat down will be disposed of.
- **Students will be encouraged to use their own personal, reusable water bottles.**

MICRO PANTRY:

The Micro Pantry motto is "Take what you need, leave what you can." Students are welcome to utilize the Micro Pantry, located next to the main office and available for student use at identified times. All are welcome to use or donate to a Micro Pantry (a list of pantries and their locations can be found on their website at micropantries.org.)

Occasionally, we will receive large donations of food items/goods that students may bring home. For more information regarding food safety and quality, please visit:
https://solvehungertoday.org/blog/food-safety-cook-serve-store/

BACKPACKS, PURSES & LUNCH BAGS:

Students will be required to use the Premier issued backpack; no other bag/backpack will be stored at school. 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 allowed to bring pens, pencils and/or calculators. Students are not allowed to bring markers or coloring utensils of any kind. All personal belongings are subject to search at any time.

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, heaters or heating pads, hair dryers, flat irons, curling irons, bags of make-up, perfume, etc.
- **Students are not allowed to play cards and/or gamble in school.** Appropriate disciplinary action will be taken.
- **No external speakers/over the ear 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 wireless headphones (ear buds) will be collected upon entry; external speakers and over the ear headphones will be confiscated and returned to parent/guardian. There are no exceptions to this policy.

*Premier will keep a lost and found during the school year. Any item(s) still in our possession at the end of each year will be donated.

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.

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 student's request, Premier Academy staff will be present when parental support is not available and student's parent/guardian has consented.

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 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.

PICTURE DISCLAIMER:

Students and parents are advised that Premier Academy may photograph academic activities and other school events. The photographs are printed and/or displayed in various publications including but limited to: press releases, bulletin boards, newsletters, brochures and the district's website. Photographs may be provided to local newspapers for publication. Premier Academy reserves all rights to the photographs, which are used for school and community relations purposes without compensation to the individual(s) pictured.

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 before entry** and hand it to staff immediately 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. No digital/video cameras (including on cell phones) may be used on school grounds or on school transportation.

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**.**

MOVIES:

Teachers may allow students to view PG-13 educationally-related movies. Any educationally-related R-rated movies will need to have administrative and parental approval (in the form of a permission slip) for each R-rated movie.

UNIFORM POLICY:

UNIFORM REQUIREMENTS (*LINKS ARE AVAILABLE ON PREMIER'S WEBSITE):



Solid **gray, white or black** polo shirt with collar, long/short sleeved – worn at all times in classroom



Solid black pants, jeans, or shorts that cover the knee



Solid black, solid white or a gray/white/black combo athletic shoes/laces/soles – No other colors allowed



Solid crewneck in white/black/gray may be worn over collared shirt

Premier Academy requires a uniform to be worn by all students at all times for the purpose of removing all possible barriers to productive learning. **Families are responsible for supplying all uniform pieces.** Students must be in compliance of the dress code when they enter the building; it is the responsibility of the student and parent to ensure that the student has appropriate clothing that is in compliance with the uniform policy. **A GRAY/WHITE/BLACK collared polo shirt must be worn at all times**, even if the student is wearing a sweater or crewneck. If the student chooses to do so, they may wear an undershirt: any undershirt that is worn must be solid gray/white/black. All tops/pants MUST BE WITHOUT LOGOS OR WITH LOGOS THE SIZE OF A DOLLAR BILL OR SMALLLER. Visible socks need to follow the uniform color scheme: only solid black, white or gray. **Belts, suggested but not required, must be gray/white/black**. Students that come to school out of compliance with the uniform policy or a student refuses to wear the designated uniform, they will not be allowed to enter any classroom. Parents will be contacted and expected to handle any uniform issues in a timely manner. Any coats or non-conforming uniform pieces will be hung up and returned at the end of the day. Students who repeatedly do not comply with the school uniform policy will be subject to consequences that could include accruing demerits.

PE/GENERAL DRESS CODE:

Clothing of all students (male and female) must cover the waist/stomach area, hips, chest, shoulders, and thighs at all times. No tank tops allowed at any time. You may take off your polo in PE CLASS only if: you are wearing a white/gray/black tshirt that is PLAIN. Black shorts must pass mid-thigh. You must put your polo back on before leaving the gym. Additionally, outside of the uniform pieces, these are some general dress code rules:

- No hoodies of any kind are allowed to be worn in the classrooms.
- Undergarments must be covered at all times; all pants/shorts must sit at the waist.
- 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, tied or secured by a rubber band.
- 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, head coverings or hoods of any kind are permitted.
- Students face must be in clear view (no hair covering it).
- 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.
- Inappropriate markings or tattoos must be covered.

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. All bus inquiries should be made directly to the bus company. Bus company phone numbers may be found on our website as well as below.

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

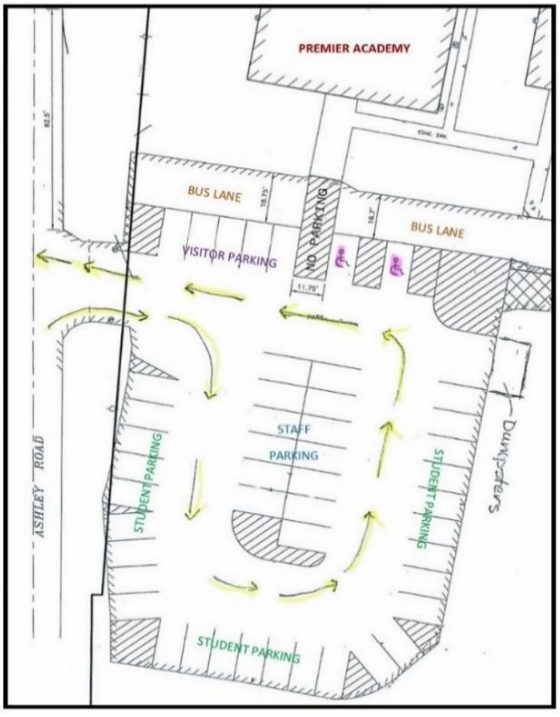
Minooka Bus Garage – (815)467-5133

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



*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.

STUDENT DRIVERS/PARKING:

Driving to Premier Academy is an earned privilege. Students enrolled in the Regional Safe Schools Program will not be allowed to drive to school.

Drivers must be approved by Premier Academy Administration and provide a valid drivers license. Students will not be issued a parking permit if they still owe previous school fees and/or need to meet any previous school obligations.

Parking stickers 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 [see page 13 map]
- never enter the bus lane under any circumstances
- 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/in the parking lot before or after school. 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. Failure to comply with these regulations will result in a police citation, forfeiture of driving privileges, or both, and other discipline measures, if the circumstances warrant.

*A student that accrues excessive unexcused absences/tardies may be required to surrender their parking pass to admin and lose driving privileges.

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. All visitors should be prepared to show identification. Tours are available on an appointment basis only and must be approved by the home school. Prior arrangements will ensure that the staff have materials ready for them.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

MEDICATIONS:

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; student will self-administer the medicine under appropriate supervision.
- **Tylenol/Ibuprofen will be issued only in the event of injury or emergency. No personal bottles of non-prescription medication will be stored at school.**

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 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

Parents must file a written consent to distribute medicine with the office every year/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. Any change in medication or dosage must be reported immediately by the parent/guardian or physician. The medication must be sent in the original labeled pharmacy container, along with directions for proper storage. Students are not allowed to have medicine 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.
- Parents need to bring medications to Premier Academy along with proper documentation for administration to administer. Please contact administration if you have any questions.
- The use of medical Marijuana is prohibited on school property.

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/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/controlled substance/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, 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 results are to be kept confidential. Disciplinary consequences will be determined on a case-by-case basis.

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 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.

STUDENT RESOURCE OFFICER (SRO):

In partnership with the Morris Police Department, a police liaison officer is assigned to Premier Academy. This officer works in partnership with the administration to maintain a safe and positive learning environment in our building.

IN CASE OF AN EMERGENCY:

In the event of an evacuation, students will be escorted off site. Parents/guardians will be notified as to the reunification site 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. Emergencies will be determined by administration. 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.
- **FIRE DRILL/TORNADO DRILL:** Fire drill information and evacuation routes are posted in each room. You will be responsible for knowing what to do and for obeying these procedures. In the event of an actual fire or tornado, the teacher in each classroom will give the specific instructions to follow.
- **SEVERE WEATHER:** If extremely severe weather is imminent, an announcement will be made by the teacher to move their classes to a pre-determined area according to our Tornado Alert Drill. Students are to follow the specific instructions of their teachers.
- **INCLEMENT WEATHER OR MECHANICAL BREAKDOWN:** In the event of severely inclement weather or a mechanical breakdown in the school's physical plant, school may be closed or the starting time delayed. The same conditions also may necessitate early dismissal. These announcements will be made over radio station **WCSJ 95.7 FM** and through the electronic notification system. Announcements apply only to the day on which they are issued.

TECHNOLOGY CONDITIONS OF ACCEPTABLE USE

Technology and internet access at Premier Academy are provided for educational purposes only. Use of school devices, networks, and internet access is a privilege, not a right.

STUDENT RESPONSIBILITIES:

Students are expected to:

- Use technology for educational activities only.
- Follow all school rules, local laws, and state and federal laws.
- Protect personal information and keep passwords confidential.
- Respect others when communicating online.
- Report inappropriate content, safety concerns, damaged devices, or security issues to staff immediately.
- Properly care for school-issued devices.

DEVICE CARE AND SECURITY:

Students are responsible for their assigned device and should:

- Keep devices clean and free of stickers, markings, or damage.
- Use devices carefully and only as intended.
- Keep food and drinks away from devices.
- Never leave devices unattended or allow others to use them.
- Return devices when requested, upon withdrawal, or at the end of the school year.

PRIVACY AND MONITORING:

I. Students should have no expectation of privacy when using school devices or networks.
II. School staff may monitor, review, and inspect device activity, files, and internet use at any time.
III. School records stored on district systems may be subject to review as permitted by law.

PROHIBITED ACTIVITIES:

Students may not:

- Access inappropriate, obscene, pornographic, violent, or illegal content.
- Use social media, chat rooms, email, messaging services, blogs, music sites, or other unauthorized websites.
- Cyberbully, harass, threaten, stalk, sext, or discriminate against others.
- Use another person's account or share passwords.
- Download, install, or modify software, apps, extensions, or hardware without permission.
- Attempt to hack, bypass security measures, spread viruses, or disrupt the network.
- Use school technology for personal business, commercial activities, or financial gain.
- Plagiarize, copy another person's work, misuse AI tools, or violate copyright laws.
- Access confidential student records, grades, or private information.

DAMAGE, LOSS, AND FINANCIAL RESPONSIBILITY:

Students and parents may be financially responsible for damage, loss, theft, or misuse of school-issued devices. Fees may apply for repairs or replacement of devices, chargers, cases, and other equipment.

Tier 1 – Mild – broken hinges - $50
Tier 2 – Moderate – broken palm rest, broken keyboard, broken base enclosure - $125
Tier 3 – High – cracked screen - $225
Tier 4 – Complete Replacement (Lost/stolen/water damage) - $350

Lost Equipment: Device - $350, Charger Only - $30, Protective Case Only - $45

Stolen Equipment: A police report needs to be on file. The police report will need to be issued to the school. Admin will follow the offense fining structure above. The PREMIER ACADEMY fining structure will be initiated and repeated at each school level.

CONSEQUENCES FOR VIOLATIONS:

Violations of this policy may result in:

- Loss or restriction of technology privileges.
- Parent notification.
- School disciplinary action, including suspension.
- Financial restitution for damages.
- Referral to law enforcement when appropriate.
- Removal from the program in serious cases.

*Students and parents must review and acknowledge the Technology Acceptable Use Policy before receiving a school-issued device.

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.

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.

This is an addition to the handbook of the student's home school.