

# Academic Mastery Academy(Alternative)

## Parent/Student Handbook

**2021-2022**



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## **Introductory Information & General Notices**

This handbook is a summary of the school's rules and expectations, and it is not a comprehensive statement of school procedures. Academic Mastery Academy School Board policy manual is available for public inspection through the website: [www.academicmasteryacademy.com](http://www.academicmasteryacademy.com) or at Academic Mastery Academy main office, located at **14418 S. McKinley Avenue, Posen, Illinois 60469**.

**COVID-19** has changed the way that children are being educated. Once upon a time children went to school, sat in front of their teachers, and the educational process began. Today that is no longer the case, children have been introduced to the concepts of e-learning, remote learning, blended learning, all concepts which simply means students will have to be taught without their teachers being present at all times. The idea of there being a digital divide is real. Students with the most and best technology will advance further than their peers who lack access to the same resources. Academic Mastery Academy is committed to bridging this divide and making sure our students are able to compete in this new and changing world.

Our school's goal is to return to in-person instruction, and we will prioritize the health and safety of students, staff and their families first and foremost. However if conditions warranted it, we will transition to a remote or blended platform.

Academic Mastery Academy is committed to providing every student with a high-quality education and the opportunity to succeed regardless of which platforms are used to provide educational services.

Academic Mastery Academy will follow the guidance of the Illinois Department of Public Health and the Illinois State Board of Education when making decisions about what instruction in the 2021--2022 school year will look like.

COVID-19 has greatly impacted the lives of students, teachers and families. Our school will continue to seek ways to help students, families and educators with social and emotional supports as they address issues such as grief, stress and missing social interactions.

The health and safety of students, families and educators are top of mind in all decisions made pertaining to the reopening of schools. All staff are required to be COVID-19 tested prior to starting the school year and are strongly encouraged to get vaccinated.

Parents need to know that:

- Face coverings are required for all unvaccinated students. Students may bring their face masks from home.
- Students must wear masks at all times on school buses and vans per the CDC.
- Students and staff should maintain at least 3 feet of physical distance within classrooms. Please speak with your child about the importance of social distancing.

- Academic Mastery Academy will be conducting symptom screenings and temperature checks. Visitors will be temperature checked and asked to self-certify that they are free of symptoms before entering the school. Anyone experiencing symptoms must stay home.
- Academic Mastery Academy is increasing its cleaning and disinfection routine. Hand sanitizer will be available in each of the classrooms. Students will be encouraged to engage in more frequent hand washing.
- Depending on conditions of the State and information from the Governor's office, Academic Mastery Academy may have to provide educational services in a creative manner. This might include a full return to e-learning or a combination of in-person learning with e-learning on certain days.

Students who are unable to follow the COVID-19 related rules may have to receive educational services remotely. For those students who have an IEP and are unable to comply with the COVID-19 related rules an IEP meeting will be convened to discuss appropriate educational actions.

### **Beliefs**

Academic Mastery Academy values the dignity and uniqueness of each individual and we promote responsible citizenship.

### **Mission Statement**

Our mission is to serve students who are challenged academically, behaviorally and physically in the traditional school environment; to provide students a self-paced educational development plan that meets state standards; and, to create an atmosphere that builds self-esteem through character development while modeling behavior within an inclusive and supported community that values the intelligence, worth and uniqueness of all students.

### **Philosophy**

We believe the educational program should be designed to meet the various needs of all students. All students should be afforded the equal opportunity to attend school. The basic educational program will be comprised of reading, mathematics, social studies, science, physical education, S.T.E.A.M. and character education. The educational programs will be supplemented and enriched to meet the needs of the high or low achiever.

### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, homelessness, order of protection status, or potential marital or parental status, including pregnancy, or other legally protected categories. Further, ACADEMIC MASTERY ACADEMY will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status.

## Sex Equity

No student shall, on the basis of sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

## Individualized Education Plan (IEP)

Each public school student who received special education and related services must have an IEP. The IEP creates an opportunity for teachers, parents, school administrators, related service personnel, and students (when appropriate) to work together to improve educational results for children with disabilities. The IEP guides delivery of special education supports and services for student with disabilities. An IEP will be updated annually. Parents and home school districts are required to participate in IEP meetings.

## Arrival and Dismissal

**School starts at 8:30 A.M.** Students should not arrive at Academic Mastery Academy prior to 8:00 A.M. Supervision will not be available before this time. Students who are engaged in a school activity or have prior written permission from a staff member are exempt from this policy. Students who are not in their classrooms by 8:30 A.M. without valid cause will be considered tardy.

Students who walk to school or parents who are dropping off students are to do so at (Door #7) between 8:00 A.M.- 8:30 A.M.

*All late arrivals should come through Main Entrance.*

**Student dismissal will be at 2:30 P.M.**

## Attendance Guidelines and Procedures

All children between the ages of 7 (as of September 1st) to 16 years old must attend school. Prompt and regular attendance is important for your child's success in school. Lack of prompt or regular attendance will require Academic Mastery Academy to contact the state truancy office.

## Attendance Procedures

The school reserves the right to require additional verification beyond parent/guardian approval for any student absence.

## Absence

- Absence from school must be for a good reason.
- Only parents or their designee may call the school to report absences · Call the school between the hours of 8:00 a.m. and 8:45 a.m.

- When calling in, the following information is needed: *teacher's name, reason for absence, and caller's name*. Please be brief as other calls must be received.
- Call the school each day that your child will be absent from school.
- A doctor's note is needed for absences occurring 5 or more days.

If your child is not in school and you fail to call, we may call you. Chronic truancy may be reported to the state truancy office. Your cooperation is needed.

### **Attendance Office Telephone Number:**

**708-897-9332**

Students will be issued class admits to be used as follows:

- **Excused:** For sickness or serious emergency
- **Explained:** For dental appointments, religious holidays, family travel, etc.
- **Unexcused:** For truancy or suspension and excessive absences.

### **Excused Absences**

Listed below are some of the reasons that excused students will be granted for an absence:

- Sickness
- Death in the family
- Medical appointments
- Serious family emergency (does not include babysitting, oversleeping or admitting repairman)
- Religious holidays

### **Unexcused Status**

- Truancy
- Suspension from school

Any student who is absent 10 or more consecutive days without parental contact may be dropped from school for non-attendance and reported to the state truancy office. Students who present evidence of illness from a physician will be excused from this requirement. Truancy is defined as excessive absence from school and will be dealt with on a case by case basis according to truancy procedures.

### **Release During School Hours**

Teachers may not release students from school at other than the regular dismissal times without prior approval of the Director/Principal. No student will be released from school to any person other than the custodial parent(s)/guardian(s) without the written or oral permission of the custodial parent(s)/guardian(s).

## **Religious Observance**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to Academic Mastery Academy 5 (five) days prior to the student's anticipated absence.

The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy Academic Mastery Academy requirement for a written excuse when the student returns to school.

The Principal shall develop and distribute to teachers appropriate procedures regarding student absences in the case of a religious holiday. This entails a list of religious holidays in which a student may be excused from attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student an equivalent opportunity to make up any examination, study, or work requirement.

## **School Rules / Expectations**

Academic Mastery Academy rules have been established in order to create an atmosphere conducive to learning. If a student violates the rules of conduct they will be subject to disciplinary action by staff, Administration or Board of Education.

### **General Rules**

- Students are to enter and exit only through designated doors.
- All Students entering the building will be searched.
- Students who are late to school must enter through the front office for a pass before going to class.
- Students are not to have drugs or drug paraphernalia, weapons or weapon related items of any type in school, including look alike weapons or toys.
- Students are not permitted to chew gum in school.
- Students are to show respect to staff, fellow students and visitors.
- Use of abusive language/gestures is prohibited.
- Bullying will not be tolerated.
- Students are responsible for personal belongings. Student must not bring non-educational items or large sums of money to school. Items such as electronic games and/or electronic handheld devices, trading cards, skateboards, scooters, roller blades, or other non-educational equipment are not permitted at school. Items of this nature will be confiscated and may only be returned to a parent.
- Cellular telephones must be turned in to staff at the beginning of each day.
- Cellular telephones are not to be used by students without permission from a teacher, Administrator, or other authorized staff member.



- Students abusing the cellular telephone procedure will first be issued a warning. Repeated abuse of the rules related to cellular telephones will result in confiscation of the cellular telephone. Parent /Guardian will be required to come to the school to retrieve cellular telephone that have been confiscated.
- Telephone calls from home for forgotten items are discouraged.
- Abuse of school property will not be tolerated. Students who engage in such activity will be punished and subject to pay for damage.

### **Visitations**

All visitors must be cleared by office personnel before proceeding to any other part of the building. Parents will not be allowed to walk students to class. School personnel will be available to assist students to class. If you would like to come to school to observe your child's classroom or talk with your child's teacher, an appointment is required. The appointment must be made 24 hours in advance.

### **Volunteers**

All school volunteers must complete the "Volunteer Information Form". Requirements to be a volunteer are the same as any other person directly connected to any student. Volunteers are to take background checks, fulfill healthcare requirements, and the likes. Any questions with regard to volunteerism is governed by the Policy Manual. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Parking**

During school hours, vehicles MAY NOT be parked or located where children either enter or exit the building. Parents must wait for their children beyond the safety cones. During school hours everyone should park in the parking lot located on McKinley Ave.

### **Special Emergency Information**

Make sure your child knows the shortest and safest way home. Tell your child what to do in the event that you are not at home when he/she arrives. A copy of Academic Mastery Academy's Crisis Response Policy is available in the Principal's office.

Academic Mastery Academy receives weather warnings approximately 10 minutes before it is available to radio and TV stations.

### **School Closing Procedures**

Academic Mastery Academy will be closed by the Director, when, in his/her judgment, a dangerous situation has developed. Extremely cold weather, snow, icy roads, no heat or other conditions may close Academic Mastery Academy. Please be assured that a great deal of thought goes into such a decision. The decision must be made based on facts at 6:00 a.m. in order to notify students, teachers, etc.; 6:00 a.m. is the latest the decision can be made.

In the event of a school closing, the following procedures take place:

- Notice of school closing will be posted on our website:  
[www.academicmasteryacademy.com](http://www.academicmasteryacademy.com)
- The following stations will be notified: WMAQ (670am), WBBM (780am), WGN (720am) and WLS (890am).
- If school is closed during the day for an emergency, an attempt will be made to notify families. Please check with us to be sure we have an up-to-date emergency number.
- Bus students will be loaded and dismissed as soon as the buses can get to school. If school is closed and you cannot be reached, the students will be sent home and instructed to go to the emergency place that you have designated. Please sit down with your child and go over where he/she is to go in the event you are not home.
- Students who are not bussed will remain at school until the parent picks them up, sends written permission to leave, or calls the school with authorization for the student to walk.

**PLEASE BE AWARE SCHOOL PERSONNEL WILL REMAIN WITH THE STUDENTS UNTIL EVERY CHILD HAS A SAFE PLACE TO GO.**

Following is a quick checklist on school closings:

- Listen to the radio
- DO call the school if you wish your child to walk home. (This does not apply to bus students)
- DO come to the school office if you wish to remove your child from school.
- DO write a note requesting your child be dismissed if someone else is taking him or her home.
- DO have a neighbor sign for and take your child home.
- DO have at least one emergency place for your child to go in the event you are not home.
- DO keep Academic Mastery Academy informed if there is a change in your phone numbers or address. Keep information on emergency card up-to-date.

### **Safety Drill Procedures and Conduct Safety**

Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) fire evacuation drills, a minimum of one (1) tornado/severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.



## Bus Rules

School bus riders, while in transit, are under the jurisdiction of the school bus driver. The driver's responsibility ends once students exit the bus and, if necessary, cross the street in front of the bus. At that point, parents are responsible for the safety of their children.

The following is what is expected of each student riding buses. Every student will receive and be held accountable for knowing this information. These rules apply while riding the bus. Offenders will be penalized for bus violations.

- Students must cooperate with the bus driver and bus Supervisor at all times.
- There will be no disorderly conduct, pushing or crowding, while loading and unloading of bus.
- Students are not to move to another seat once bus is in motion or operation. **STUDENTS MUST REMAIN PROPERLY SEATED AT ALL TIMES.**
- Students are not to be teased or intimidated.
- No one should enter or leave the bus until it has come to a full stop and the doors opened by the bus driver.
- Students must keep their head, hands and arms inside the bus.
- Students that are let off the bus on the opposite side of the road from their homes, must cross the road in front of the bus.
- NO littering by any person who rides bus.
- NO animals or pets are allowed on bus.
- Damage to the school bus shall be paid for by the student(s) causing the damage.
- Parents should report any discipline problems to the Principal/Director or Assistant Principal.
- Parents are not allowed to board the school bus at any time.
- Use of electronic devices/cell phone are not allowed except in the case of emergencies.

## Playground Rules

- Students are to obey playground rules in order to assure safety of all students
- No tackle football.
- No hardball or bat of any kind are to be brought to school.
- No throwing or kicking of snow and ice.
- No fighting, wrestling, rough playing, or horseback riding.
- Once you are on playground, you are to stay on playground until dismissed.
- No climbing trees or fences.

- No walking in the streets or alley.
- No climbing mounds or sliding on the ice.
- Students are to stay within their assigned areas of the playground.
- Stay away from electrical boxes.
- No Frisbees.
- Stay away from construction.

### **Rules for Walkers**

- Student are to respect the authority of all adult assigned as safety staff
- The crossing guards, when present, have been delegated authority to serve and assist student in helping with crossing the street
- Walkers are to walk on the sidewalks, not in the street, respecting the property of others. Students who walk in the street are subject to being ticketed by the local police.

### **Homework**

Homework assignments are an extension of the classroom work. Homework allows students to apply information learned in class and to develop independence with skills. Students may have the option to complete some work that is not completed in class. The homework grades are also determined by each individual teacher. The time required to complete assignments will vary with each individual study habits, abilities, skills and class course work level. All homework is expected to be turned in on the assigned date. Homework assignments sheets goes home daily to be signed by parent(s).

### **Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

### **Late Assignments**

Students will receive one of the following: partial credit, no credit, missed extras activities or a letter to parents. Students who are missing assignments within a unit of study will have until the end of the unit to submit assignment without incurring a penalty. Missing assignment turned in after the unit of study may incur penalty. All missing assignment must be turned in one week prior to grades being due, unless an additional extension has been negotiated with the staff member.

### **Student Discipline**

Students with continuous behavioral problems will have a Functional Behavior Assessment (FBA) completed. That information will be used to develop a Behavior Intervention Plan (BIP).

## **Substance Abuse**

To ensure the highest standards of learning in the classroom, staff will urge students to abstain from the use of chemical substances, identify student behavior which may indicate chemical involvement, use or abuse, and implement intervention or support services along with appropriate disciplinary actions.

## **Student, Family Privacy Records and Access**

### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the school's educational objectives or assist student's career choices.

### **Survey Created by a Third Party**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/ guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than Academic Mastery Academy's official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of questions.

### **Survey Requesting Personal Information**

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the School containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/ guardian.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- The student's parent(s)/guardian(s) may: Inspect the survey or evaluation upon, and within a reasonable time of, their request.
- Refuse to allow their child or ward to participate in the activity described above.

- The school shall not penalize any student whose parent(s) exercised this option.

### **Instructional Material**

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Physical Exams or Screenings**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

- Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
- Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.)
- Is otherwise authorized by Board policy.

### **Student Records**

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student, is a school student record if maintained by Academic Mastery Academy, except:

- (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher.
- (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain, rights, including the right to inspect, copy, and challenge school records. The information contained in school records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

Academic Mastery Academy may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, Academic Mastery Academy will comply with an ex parte court order requiring it to permit the U. S. Attorney General or designee to have access to a student's school records without notice, or the consent of, the student's parent/ guardian.

The Director shall implement this policy with administrative procedures. The Director shall also designate a records custodian who shall maintain student records. The Director or designee shall inform staff members of this policy, and shall inform students and their parent/guardian(s) of it, as well as their rights regarding student school records.

### **Access To Student Records**

Academic Mastery Academy shall grant access to student records as follows:

- Academic Mastery Academy employee shall not release, disclose, or grant access to information from any student record except under the conditions set forth in the Illinois School Student Records Act and provisions of the Illinois School Code, which authorizes reciprocal reporting of criminal offenses between the district and local law enforcement agencies.
- A student and the parent(s)/guardians of a student under 18 or a designee shall be entitled to inspect and copy information in the student's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of Academic Mastery Academy receipt of such a request.
- Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. Academic Mastery Academy shall send copies of the following to both parents at either one's request, unless a court order indicates otherwise:
  - Academic progress reports or records.
  - Health reports.
  - Notices of parent-teacher conferences.
  - School calendars distributed to parents.
  - Notices about open houses, graduations, and other major school events including pupil-parent interaction.

When the student reaches 18 years of age, or graduates from high school, marries, or enter military service all rights and privileges accorded to a parent become exclusively those of the student. Access shall not be granted to the parents(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letter and statements entered into the

record at any time. If the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

1. Academic Mastery Academy may grant access to, or release information from, student records to employees or officials of Academic Mastery Academy or the Illinois State Board of Education provided a current, demonstrable, educational or administrative need is shown, without parental/guardian consent or notification. Access in such cases shall be limited to the satisfaction of that need.
2. Academic Mastery Academy may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/ guardian(s) can be identified from the information released, the person to whom the information is released signs as affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
3. Academic Mastery Academy shall grant access to or release information from a student's records pursuant to a valid court order, provided that the parent shall be given prompt written notice upon receipt of such order of its terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.
4. Academic Mastery Academy shall grant access to or release information from any student record as specifically required by Federal or State statute.
5. Academic Mastery Academy shall grant access to or release information from student records to any person particularly to whom the records may be released, the information record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parent(s)/ guardian(s) or eligible student by the Director.
6. Academic Mastery Academy may release student records to the Director or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
7. Prior to the release of any records or information under items 5,6,7, and 8 above, Academic Mastery Academy shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents.
8. Academic Mastery Academy may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The records custodian shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to



deal with the emergency. Academic Mastery Academy shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

9. Academic Mastery Academy may charge the actual cost, provided that the costs not exceed \$0.35 cent per page, for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
10. Academic Mastery Academy may release "directory information" regarding any student in accordance with policy.
11. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student and the records custodian. The record of release shall include:
  - Information released or made accessible.
  - The name and signature of the records custodian.
  - The name and position of the person obtaining the release or access.
  - The date of the release or grant of access.
  - A copy of any consent to such release.

### **Collection of Personal information from Students for Marketing Prohibited**

The term "personal information" means individually identifiable information including:

- (1) a student or parent's first and last name.
- (2) a home or other physical address (including street name and the name of the city or town")
- (3) a telephone number
- (4) a Social Security identification number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information (or otherwise providing that information to others for that purpose).

## **Harassment**

### **Harassment of Students Prohibited**

The Board believes in the dignity and uniqueness of each individual. In order to maintain a work and learning environment that is safe and promotes excellence in education, the Board encourages respect for all persons and will not tolerate harassing, bullying, or intimidating behavior.

Harassment is behavior, explicit or implicit, that has the intention or effect of harming or intimidating others or of creating a hostile or offensive environment for another. Harassment can take many forms-

verbal, written, visual, physical and psychological, and is often, but not always associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences. Examples of harassment may include, but not limited to, name calling, stereotyping, derogatory remarks or slurs, or characteristics stated above.

No person, including an Academic Mastery Academy employee, or student, shall harass, intimidate or bully another student based on the provisions of applicable local, state, and federal laws and regulations that prohibit discrimination. It is policy of the Board to comply with all nondiscrimination laws.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassments below. The Director shall use reasonable measures to inform staff members to inform staff members and students that Academic Mastery Academy will not tolerate harassments, intimidation or bullying by including this policy in the appropriate handbooks.

### **Sexual Harassment Prohibited**

Sexual Harassment of students is prohibited. Any person, including a school employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requested sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status.
- Has purpose or effect of substantially interfering with a student's educational environment.
- Creating an intimidating hostile, or offensive educational environment.
- Depriving a student or educational aid, benefits, services, or treatment.
- Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

*Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Complaint Manager/ Coordinator and Director. Students may choose to report to a person of the student's same sex. 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 that one student was sexually harassed by another student shall be referred to the Director as define in the Board Policy.*

### **Extracurricular Athletics**

Student participation in Board approved extracurricular athletic activities is contingent upon the following:

- Academic Mastery Academy implementation of extra-curricular athletic programs.

- The student must meet the academic criteria set forth in Board Policy.
- Written permission must be given by the parents(s)/guardians of the student's participation, giving Academic Mastery Academy full waiver of responsibility for the risks involved.
- A physical examination of the student must be conducted by a physician and an accompanying written statement assuring that the student's health status allows for active athletic participation must be submitted to Academic Mastery Academy.
- The student must show proof of accident insurance coverage either by a policy purchased through an Academic Mastery Academy approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

**The Director or designee shall maintain the necessary records to ensure student compliance with policy.**

### **Special Education Accommodations**

Individuals with disabilities that require accommodations will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals requiring accommodations should notify the Principal of what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

#### **Student with Disabilities**

Academic Mastery Academy accept students with disabilities at the discretion of the Director. Requests must be submitted by the student's parent or guardian unless the Student is emancipated. Special education services, including identification, evaluation, and placement procedures, shall be provided in accordance with state and federal laws, statutes, rules, or regulations. Transportation for such students shall be provided by transferring school on the same basis as for regular education students unless other transportation is required in the child's individualized educational program (IEP) on the basis of the child's disabling condition or is required by the special education program location.

#### **Extracurricular Activities**

A student may attend and/or participate in an extracurricular activity that is part of a school's class in which he or she is enrolled. A student who participates in an extracurricular activity is subject to all policies, regulations, and rules that apply to full-time students participating in the activity.

#### **Admission Procedure**

All students must register for school each year on the dates designated by sending school.

## Health Education

The school provides health education as required by the Critical Health Problems and Comprehensive Health Education Act (105 ILCS 110). The program shall include, but not be limited to the following major educational areas as a basis for curricula at Academic Mastery Academy.

- Human ecology and health.
- Human growth and development, the emotional, psychological, physiological, hygienic, and social responsibilities of family life.
- Including sexual abstinence until marriage, prevention, transmission, and spread of AIDS.
- Including instruction in grades 6 through 12 on the prevention, transmission, and spread of AIDS.
- Age-appropriate sexual abuse and assault awareness and prevention education in grades pre-kindergarten through 12.
- Public and environmental health, consumer health, safety, education, and disaster survival.
- Mental health and illness.
- Personal health habits.
- Alcohol, drug use, and abuse including the medical and legal ramifications of drug, alcohol and tobacco use.
- Abuse during pregnancy, evidence-based and medically accurate information regarding sexual abstinence, tobacco, nutrition, and dental health.
- The program shall also provide course material and instruction to advise pupils of the Abandoned Newborn Infant Protection Act.
- The Program shall include information about cancer, including without limitation types of cancer, signs and symptoms, risk factors, the importance of early prevention and detection, and information on where to go for help.

## Homeless Children

Any homeless child referred by a school or District shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

## School Attendance

Academic Mastery Academy offers an academic term of at least 176 days of pupil attendance annually, with at least five (5) clock hours of instruction daily or at least 880 clock hours of instruction annually.

## School Day

Academic Mastery Academy requires students who are enrolled to attend DAILY during the entire regular school term.

## Instruction in English Language

Instruction is provided in the English, except in second language programs and except in conjunction with programs the Board may provide, with the approval of the State Board of Education, in a language other than English for children whose first language is other than English. (105 ILCS 5/27-2).

## **Health/Vision/Dental Examinations/Immunizations and Exclusion of Students**

### Required Health Examinations, and Immunizations

A student's parent(s)/guardian(s) is required present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

- Entering kindergarten or the first grade.
- Entering the sixth grade and ninth grades.

#### As required by State law:

The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaboration physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

- A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
- Before admission and in conjunction with required physical examinations, parent/ guardians of children between the ages of 6 months and 6 years must provide a statement from physician that their child was " risk-assessed" or screened for lead poisoning.
- The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to ACADEMIC MASTERY ACADEMY. Enrolling students shall have 30 days following registration to comply with the health examination and immunization regulations and submit a certified copy of his/her birth certificate. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15 an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician statement assistant, or local health department responsible for administering the immunizations.

## Eye Examination

Parents/guardians of students entering kindergarten of an Illinois school for the first time is required and must present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Director or designee shall ensure that parents/guardians are notified of this eye examination requirement at least 60 days before May 15 of each school year.

## Dental Examination

All children in kindergarten, second and sixth grades are required and must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Director or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

## Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

- Religious or medical grounds if the student's parents/guardians present to the Director a signed statement explaining the objection.
- Health examination or immunization requirements on medical grounds if a physician provides written verification.
- Eye examination requirement if the student's parent/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
- Dental examination requirement if the student's parents/ guardians show an undue burden or a lack of access to a dentist.

## Non-Compliance and Examinations

- Academic Mastery Academy shall report to the State Board of Education, by November 15, information on students who have and have not received necessary immunizations and health examinations. The State Board shall dictate the manner in which the information is to be submitted.
- Academic Mastery Academy shall report to the State Board of Education, by June 30, information on students who have and have not received required dental examinations and required eye examinations. The State Board shall dictate the manner in which the information is to be submitted.
- If a student fails to present proof by October 15, Academic Mastery Academy shall exclude students if requirements for health examinations and immunizations have not been met.

## Administering Medicines To Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent / guardian must request that the school dispense the medication to the child and otherwise follow ACADEMIC MASTERY ACADEMY's procedures on dispensing medication.

No Academic Mastery Academy employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a complete and signed "School Medication Authorization Form" is submitted by the student's parent/ guardian. No student shall possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen<sup>®</sup>) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a " School Medication Authorization Form." Academic Mastery Academy shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to student, including administering medication.

The Director or Administrator shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

## Orders to Forgo Life-Sustaining Treatment

Written orders from parents/guardian(s) to forgo life-sustaining treatment for their child must be signed by the child's physician and given to the Director or his/her designee. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act ([755 ILCS 40/1](#) et seq).

Whenever an order to forgo-life-sustaining treatment is received, the Director or his/her designee shall convene a multi-disciplinary team that includes the child's parent(s)/ guardian(s) and physician as well as school personnel designated by the Director. The team shall determine specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. The School personnel shall convey orders to forgo-life-sustaining treatment to the appropriate emergency or healthcare provider.

### **Communicable and Chronic Infectious Disease**

A student with a communicable disease shall be treated as a "handicapped person" under Section 504 of the Rehabilitation Act of 1973, unless the student has an IEP under the Individuals with Disabilities in Education Act. For those students with an IEP, the Special Education Procedures Assuring the Implementing of Comprehensive Programming for Children with Disabilities, must be followed and the Board Policy will control whenever there is a conflict with these procedures.

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and Academic Mastery Academy Board policies. The Director will develop procedures to safeguard these rights while managing health and safety concerns.

Rules and guidance from the ISBE and IDPH should be consulted and supersede all other procedures.

### **Adolescent Suicide Awareness and Prevention Programs**

The Social Worker or a designee is directed to develop and implement a comprehensive and continuing adolescent suicide awareness and prevention program as a part of Academic Mastery Academy substance abuse program. The Director will attempt to develop a liaison between the State or community mental health agency and Academic Mastery Academy to secure professional expertise and assistance.

## **Philosophy of Student Conduct**

The Board of Education believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves with the bounds set by the Board of Education and, as hereby authorized, the administrative regulations set forth by the Director or his/her designee.

The basic principles guiding student behavior are consideration for the rights and well - being of others, cooperation with all members of the school community (which includes staff, students, community members, Board of Education, and parents (s) and respect for oneself and others.

Expectations, rules and guidelines established by Academic Mastery Academy are intended to encourage positive, constructive, and responsible student behavior and an environment conducive to



learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct.

The Board especially believes that, if staff, parent(s)/ guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior problems in our schools will be reduced and a better educational will prevail.

All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior problems should be reported and handled promptly for the benefit of the student and school. Recognizing that each situation is unique and that administrative discretion is necessary, the goal is to implement the appropriate disciplinary action needed to change the undesirable behavior and maintain an orderly school environment.

The best interest of the student and the welfare of others are the motivating forces behind this philosophy.

### **Student Appearance**

Student's dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Director or designee and included in the Parent-Student Handbook.

### **Vandalism**

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property or to property of employees, and/or fellow students.

### **Preventing Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important Academic Mastery Academy goal. The director or designee shall develop and maintain a program that fully implement and enforces each of the following Board policies:

- Student Discipline Policy, prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- Restrictions on Publications and Written or Electronic Material Policy prohibits students from; accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly

operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of others or staff members.

- Harassment of Students Prohibited Policy prohibits any person from harassing or intimidating a student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.
- Full implementation of the above policies includes:
  - (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior.
  - (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.
- Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment, this contemplates taking action to eliminate or prevent this disruptive behavior beyond traditional punitive disciplinary actions.
- Includes bullying prevention and character instruction in all grades in accordance with State Law and Board Policy, Curriculum Content. This includes incorporating student's social and emotional development into Academic Mastery Academy educational program as required by State law and in alignment with Board Policy, Student Social and Emotional Development.
- Fully inform staff members of Academic Mastery Academy goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes:
  - (a) communicating Academic Mastery Academy's expectation and the State law requirement, that teachers and certified employees maintain discipline.
  - (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
- Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
- Actively involves student's parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
- Communicates Academic Mastery Academy's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
- Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians that serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

- Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying at Academic Mastery Academy, and after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
- Complies with State and Federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

### **Additional Interventions Related to Discipline Code**

Academic Mastery Academy concerned for the health, safety, and well-being of all students and recognizes that student's problems as they are manifested in school, specifically pertaining to behavior, attendance, health, and academic issues, may impact their ability to learn.

Academic Mastery Academy recognizes these issues as legitimate educational concerns, and seeks to address them, because they can influence student learning. Academic Mastery Academy offers assistance, support, and interventions. Forms of prevention/education may include observation of inappropriate behavior, intervention at appropriate levels, and encouragement of professional assessment, referral, and support/aftercare.

Academic Mastery Academy believes in the dignity and uniqueness of each individual. In order to maintain learning and work environment that is safe and promotes excellence in education, Academic Mastery Academy encourages respect for all persons and will not tolerate harassing, bullying, or intimidating behavior.

The primary responsibility for student discipline within the school rests with the Building Administration. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher. Corporal punishment shall 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 restraint as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Physical Management**

The staff of Academic Mastery Academy has a mission to keep all students safe at all times. All Staff members are trained in the Crisis Prevention Institute non-violent crisis intervention techniques.

The Board of Education has established specific rules and regulations to govern the discipline of its students when a student's conduct constitutes gross disobedience or gross misconduct, as determined by the Administration or Board.

## Discipline of Students with Disabilities

Academic Mastery Academy shall comply with provisions of IDEA (Individual with Disabilities Education Act) when disciplining students who receive special education services. No student with a disability shall be suspended or expelled if the student's act or gross disobedience or misconduct is a manifestation of his /or her disability. If it is determined by the IEP team that a student's gross disobedience or misconduct is not a manifestation of his /her disability, the student may be suspended or expelled from school based on the severity of the misconduct. The student shall continue to receive special education and related services during the period of suspension as provided for by IDEA.

**Special Education students (with an I.E.P.) exhibiting gross disobedience or gross misconduct shall, where appropriate, be disciplined in accordance with laws and regulations governing special education.**

Parents/guardians will receive a copy of the Student Handbook when their student enrolls. Within the first week of school staff will review the handbook with students, this will help them to understand expectations. Students will be required to sign receipt of the handbook.

## Interventions and Support

Academic Mastery Academy maintains an educational environment that allows teachers to teach and students to learn. This goal is implemented with an effective behavior management Level Point System.

### Explanation of Level Point System

Upon entry into our program, each student is given a Point Sheet with at least three targeted behaviors. As students move up levels, targeted behaviors are adjusted to fit student needs. To move from one level to the next requires a student to have a predetermined number of successful days. Each level describes the required percentage of points in order to be considered as a successful day is as follows:

- Level 1 Yellow 5 days @ 75%
- Level 2 Blue 10 days @ 80%
- Level 3 Green 15 days @ 85%
- Level 4 Gold 20 days @ 90%

A typical point sheet may have **18** daily chances to earn points, so on **level 1** a student must earn at least **13** positive checks to have a successful day. On **level 2** students must earn **14** positive checks, **level 3**, **15** positive checks, and on **level 4**, **16** positive checks. A successful day is determined by the percentage of points based on the individual's current level. Examples of positive student behaviors can be following class rules, staying on task, completing class work, minimal interruption/disruptions, minimal conflict with peers, etc. Points Sheets are individualized to meet the needs of the individual student, so some of these behaviors will be changed to target desired positive behaviors. When a

student successfully completes **level 4**, his or her school district will be contacted to arrange for transitioning back to their home school.

To further encourage positive student behavior, Academic Mastery Academy has a school store. It is a place where students can use their "behavioral bucks" to purchase items from the store. Students receive them for positive behaviors. Positive behaviors can include the way they treat others, the way they follow instructions, or for just being positive students. The store contains treats, toys, educational materials, games and personal toiletries. It is open on Fridays but may be open on any day depending on program needs. Successful days must be **consecutive**.

### **Contingency Program**

Academy Mastery Academy is utilizing a Contingency Program. This program is based on students' daily point totals. For earning the designated point totals, students will be allowed to participate in certain activities that are "contingent" upon daily points earned. Examples of contingency offerings can include: e-sport activities, computer free time, and board games. Students failing to earn the requisite points will be assigned to a class to reflect on their behavior. Different activities may require certain point sheet Levels and/or daily point totals. For example only Level 2 or higher may participate in e-sports. As the school year progresses, requirements may be gradually increased or decreased as needed.

### **Unsuccessful Days**

There are consequences that can bring about unsuccessful days. Student behavior will be charted on their individual Behavior Chart which should be completed on Fridays. This will allow students to visually see their progress and allow for behavioral concerns to be addressed. If a student purposefully destroys his or her Point Sheet or Behavioral Chart, **that student will drop one level in the Level System**. For example, if a student on **level 2 (blue)**, earns three unsuccessful days in a five day period, this will cause the student to be moved down to **level 1 (yellow)**. Also, parents must be aware that **excused absences do not count against progress towards successful days**; on the other hand, **unexcused** absences will count as an unsuccessful days. Thus, **it is important for parents to report their student's absence(s)** to the main office here at Academic Mastery Academy on the day of the absence. The phone number is **708-897-9332**.

The Principal will immediately notify the parents or guardians and law enforcement of students in the possession of firearms or drugs on school grounds which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.

### Reference(s)

[23 Ill. Adm. Code 425.30 (a)(1)(F)]

[105 ILCS 5/10-27.1A and 10-27.1B]

[105 ILCS 127. School Reporting of Drug Violations Act]

## **Search and Seizure**

### **Notification Regarding School Searches**

Students are hereby notified that school lockers, desks, storage, facilities and other school property are subject to searches at any time for any reason. Furthermore, students have limited expectations of privacy on school property and are hereby notified that, to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, and electronic device including computers, tablets, telephones, cameras or other electronic devices that have ability to take, store, display, or send images, videos, or text messages with embedded images, and automobiles, whenever the Administration deems it to be necessary.

### **Weapons in School**

The Board of Education may suspend or expel a student for a weapons violation for a period of time not to exceed 2 calendar years, as determined on a case-by-case basis. Prior to any expulsion hearing, the Administration will make a recommendation to the Director for the term of the expulsions based on the circumstances involved with the student.

A student who is determined to have brought a weapon to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of no less than one year.

- A firearm- For the purposes of this section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined as defined in Section 1.1 of the Firearm Owner Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period under the subdivision (1) may be modified by the Director determination may be modified by the Board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined in subdivision (1) of this subsection (d). The expulsion requirement under this subdivision (2) may be modified by the Director determination may be modified by the Board on a case-by-case basis.

Expulsion or suspension shall be administered in a manner consistent with IDEA.

### **Early Identification- Aggressive Behavior**

Any school staff member, who identifies a student as having demonstrated aggressive behavior, or behaviors that put the student at risk for aggressive behavior, shall refer the student to the Building Administrator. The Building Administrator shall establish procedures by which teachers may refer such a student. The Building Administrator shall determine whether the conduct and behavior of the student are of such a nature and degree that the student is at risk for aggressive behavior. The Building Administrator shall promptly notify the student's parents or guardians of the referral and shall attempt

to schedule a parent- teacher conference to discuss the referral and to recommend such available early intervention procedures as are deemed reasonably appropriate.

### **Required Notices**

- The Director/Principal immediately notifies a local law enforcement agency of firearm incidents at the school.
- The Director/Principal will Immediately notify the parents or guardians of students in the possession of firearms on school grounds which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.
- The Director/Principal will notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).
- A school staff member shall immediately notify the Building Administrator as soon as possible in the event that he or she:
  - (1) observes any person in possession of a firearm on or around school grounds.
  - (2) observes or has reason to suspect that any person on school grounds is or was i involved in a drug- related incident.
  - (3) observes a battery committed against any staff member. Such action may be delayed if immediate notice would endanger students under his or her supervision. Upon receiving such a report, the building administrator, or designee shall immediately notify the student’s parent(s)/guardian(s), the State Police and the local law enforcement agency.

### **Reciprocal Reporting**

The Director is authorized to follow the provisions of the School Code of Illinois to create administrative regulations which include guidelines procedures to establish and maintain a reciprocal reporting system between the school and local law enforcement agencies regarding criminal offenses committed by students.

### **Student Rights and Responsibilities**

All students are entitled to enjoy the rights protected by the federal and State Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the right of others. Students who violate the right of others or violate Academic Mastery Academy policies or rules will be subject to disciplinary measures.

## Asbestos

We are required by Federal Law to inform parents and employees of Academic Mastery Academy that the building has been inspected and found to contain asbestos. Academic Mastery Academy has an I.D.P.H. approved plan. The asbestos is maintained and monitored to assure no fibers are released. Copies of the Management Plan are available for inspection in the school.

## Anti-Discrimination Policies

Academic Mastery Academy does not discriminate and shall comply with applicable federal and State laws prohibiting discrimination. Academic Mastery Academy admits students of any race, color, sex, gender, disability, national and ethnic origin to all rights, privileges, programs, and activities general accorded or made available to students at Academic Mastery Academy. Academic Mastery Academy does not discriminate on the basis of age, race, color sex, gender, disability, national and ethnic origin in administration, or in its administrative and educational policies, hiring or admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In accordance with Academic Mastery Academy Board Policy (refer to Policy Manual). The complaint for alleged discrimination shall be filed in writing with the Director within 10 days of the occurrence or knowledge thereof. The established procedure will be (Uniform Grievance Procedure).





## ACADEMIC MASTERY ACADEMY THERAPEUTIC

### 2021 -2022 School Calendar

- August 16 - 17, 2021 Staff Development Days
- August 18, 2021 First Day of School for Students
- September 6, 2021 No School Labor Day
- September 24, 2021 Progress Reports
- October 11, 2021 No School Columbus Day
- October 22, 2021 End of Quarter (1) (Early Dismissal)
- November 11, 2021 No School Veterans Day
- November 24, 2021 (Early Dismissal)
- November 25 - 26, 2021 Thanksgiving Break
- December 3, 2021 Progress Reports
- December 22, 2021 - January 4, 2022 Christmas Break (Returning 1/5/2022)
- January 14, 2022 End of Quarter (2) (Early Dismissal)
- January 17, 2022 No School King Day
- February 21, 2022 No School President Day
- February 25, 2022 Progress Report
- March 7, 2022 No School Pulaski Day
- March 25, 2022 End of Quarter (3) (Early Dismissal)
- April 15 - April 22, 2022 Spring Break
- May 6, 2022 Progress Report
- May 30, 2022 Memorial Day
- May 31, 2022 Last Day of School / End of Quarter (4) 1/2 Day

Quarter 1 - 46 days

Quarter 2 - 47 days

Quarter 3 - 47 days

Quarter 4 - 40 days

# The Academic Mastery Academy(Alternative)

## 2020-2021

This is to acknowledge that I have received and read the Academic Mastery Academy Student Handbook. I understand the rules and policies for behavioral expectations and attendance The handbook rules and policies are routinely reviewed and highlighted in the classroom. I am in agreement and will abide by these policies and expectations.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_