

Alternative Academic Achievement Academy



"All Children Are Worth Saving"

2023-2024

Student/Parent

Handbook

AAA ACADEMY

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ALTERNATIVE ACADEMIC ACHIEVEMENT

ACADEMY MISSION STATEMENT

Our mission is to provide a positive learning environment which will improve the self-esteem and impact on students behavioral and educational performances so that they may become better prepared for the future.

The AAA Academy is committed to enabling each student to maximize learning opportunities to achieve success and increase skills in academic and social environments.

The following represent the core values of AAA Academy:

- o Environment: Provide a secure environment where students can focus on learning
- o Opportunities: Create opportunities to develop alternative to verbal aggression through mode modeling and defined limits
- o Positive Relationships: Increase positive interpersonal relationships with family members, classmates, and staff
- o Development: Providing students with opportunities to develop academically, socially and psychologically
- o Promote Abilities: Promote an increased awareness of self and the ability to make good decisions

SCHOOL HOURS – 8:15A.M. until 2:45 P.M.

ALTERNATIVE ACADEMIC ACHIEVEMENT

ACADEMY

Who we are:

The AAA Academy is a non-for-profit 14-7.02 private therapeutic day school approved by the Illinois State Board of Education. AAA Academy serves the needs of students from age 5 through 15 with emotional, behavioral, and learning disabilities as well as those considered to be at-risk. Students placed with AAA Academy are students experiencing difficulty in the traditional school environment.

AAA Academy provides a structured academic program and a disciplined social environment while nurturing our students. The program provides individual and group instruction so that students can develop the following competencies:

- o A strong self-concept
- o Management of emotions and interpersonal skills
- o Develop basic social and interpersonal skills
- o Develop and excel in academic skills

AAA Academy was created with the idea and principle belief that **“ALL CHILDREN ARE WORTH SAVING”** and that providing alternative placements to students with different needs allows students to obtain needed academic achievement.

AAA Academy’s fundamental belief is that all children can learn. We support the theory that “it often takes different roads to arrive at our specific goals.” Our primary focus is to have students make academic achievements within a disciplined environment.

AAA Academy’s concept of reducing class size goes along with a belief that it is better to individually communicate one on one with students which increases the chances of reaching them.

PROGRAM DESCRIPTIONS

Program for Emotionally Disturbed Students

The program for Emotionally Disturbed students is a special education self-contained placement. The program is designed to meet the educational needs of students experiencing chronic emotional behavioral difficulties, which affect their ability to benefit from educational opportunities available in their home schools. These young people tend to be withdrawn, impulsive, disruptive, oppositional, confrontational and often physically aggressive. They have difficulty with interpersonal relationships, experience reality in an idiosyncratic manner and in general are cautious in their approach to the world. They take an aggressive approach to the world and are either unable or unwilling to allow staff to help them de-escalate without physical assistance.

Annual Reviews

According to Public Law 94-142, all special education students must have their individualized educational plan reviewed on an annual basis. The local school district, AAA Academy staff, and parents meet to discuss the progress of their child. This meeting is usually held prior to the end of the school term. Invitations to the I.E.P. Annual Reviews are mailed to the parents, ten days prior to the meeting. Should the date/time be inconvenient for the parents, they should call their school district to reschedule.

Alternative Program

The program is a general education opportunity for elementary students whose willful disruptive behavior taxes their home school's ability to maintain an orderly and safe environment conducive to the educational process. These students would otherwise be excluded from school attendance. Their approach to the world is aggressive in nature, however, they do respond to intervention. The program is both highly structured and very nurturing. It provides the external behavioral controls required to insure an orderly and safe educational experience, within a small, very personal and highly individualized setting.

Program Academic Components

- | | |
|------------------------------|-------------------|
| 1. Reading | 2. Language Arts |
| 3. Mathematics | 4. Social Studies |
| 5. Science | 6. Technology |
| 7. Physical Education/Health | 8. Fine Arts |

Academics are stressed in order for a child to improve in school. The academic program utilizes a mastery level approach and common core standards. Students are assessed at the beginning and end of each marking period to determine progress.

Students are grouped for instructional purpose based on cognitive abilities and behavior styles. A team teaching approach is utilized which provides an opportunity for the student to experience varied teaching styles, while improving skills and attributes necessary to succeed in a regular school environment.

Testing

Students are tested three times annually using the EasyCBM testing program. When appropriate, students participate in PARCC and DLM.

Program Component Behavioral

Behavior at AAA Academy is managed in a fair, firm and consistent manner. A broad range of behavioral interventions, individual and group, crisis counseling, individualized academic programs, small class size, parent training and support provides opportunities for the student to gain the skills needed to return to their school. However, the overriding objective of programming at AAA Academy is to provide an environment, which stimulates: development in all areas: AAA Academy utilizes a school-wide system for managing behaviors.

Positive Behavior Interventions Policy

Behavior is the way we act and respond to people and to situations we encounter. Here at AAA Academy we want to achieve school wide, positive, consistent, behavior for our student population through proactive methods. These goals will be achieved by the type of language we use when dialoging with students, modeling appropriate behavior, and verbal praise. Our Academy has also adopted the Crisis Prevention Institute Model to provide the best care, welfare, safety and security for our students and staff during situations of intense behaviors.

We at AAA Academy expect our students to engage in positive interactions, mutual cooperation, peer mentoring and self monitoring as they encourage their peers to implement the behavior model. The overall expected performance of the students at AAA Academy can be reviewed in the Student Handbook. Illinois State Board of Education Rules and Regulations will also be incorporated into our behavior expectations. Expected behaviors will be complemented with acknowledgements, verbal praise and staff recognition. Parents, AAA staff, AAA administration, community municipalities and officials will all actively participate in the implementation of the behavior plan.

Parents may be contacted during the day when the student's behavior is consistently inappropriate, highly disruptive and intense. A decision to contact the parent is made by an administrator. In lieu of a telephone contact, a written description of each behavioral intervention, beginning with the least intrusive:

- o Soft reprimands: Teacher delivers brief re-directive statements to the student in a quiet voice audible to only the teacher and student.

- o Reminders: The teacher makes a brief statement in a calm, matter-of-fact manner that point out to the student that the behavior he/she is presently engaging in is not acceptable and needs to be corrected. Three verbal “Reminders” are used primarily for mild disruptive behaviors and may not be used in a situation with verbal or physical aggression.
- o Time-Out Area in the Classroom: The student is moved to a quieter, less stimulating area of the classroom until he/she is ready to return to the open classroom environment. A quiet time or classroom time-out is usually no longer than five minutes and is given after three verbal reminders. However, staff discretion will determine when a classroom time-out is given.
- o Responsibility: Students are then asked to formulate a plan of action for the next time. Students are taught that for every action there is a re-action and consequences for our actions. They are taught to make more positive choices.

Physical Restraints

While we are a non-violent intervention crisis facility and more verbal de-escalations are used than physical restraints, physical restraint may be necessary to restore and maintain a safe environment. As detailed in Illinois Administrative Code (23 IAC 1.285), physical restraint shall be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm. All members of the AAA Academy Staff are CPI trained and certified and are required to use these strategies to determine if/when if physical restraint becomes necessary. This training includes: crisis de-escalation, restorative practices, identifying signs of distress during physical restraint and time out, trauma-informed practices, and behavior management practices. If a restraint is necessary, school staff must notify an administrator immediately; during the restraint, if possible. In addition, they are required to complete enter an incident report in our digital incident report tracking system. In addition, a school official must notify a parent within 24 hours; the same day, if possible.

Note that, under Illinois regulations, physical restraint ***does not*** include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to:

- o Prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or
- o Remove a disruptive student who is unwilling to leave the area voluntarily”

Therefore, according to Illinois regulations, physical escort, as defined in the USDE’s Restraint and Seclusion: Resource Document, would not constitute a physical restraint.

Isolated Time Out

AAA Academy does not allow or permit the use of isolated time out.

Suspensions

Under certain circumstances, a student's inappropriate behavior may result in a suspension from school or program activities.

- o In School Reassignment (ISR) as it is referred to means a student is to come to school, but his course work is conducted in the ISR room. Students stay in the room for the school day and do their course work or other work as assigned. Credit may be given for the work if the student's teacher feels it is of high quality. ISR is an alternative to external suspension and students are normally assigned for no more than three days.
- o External Suspensions are issued as a result of major infractions of school rules. Students on external suspension are not allowed to come to school, report to any classes, or attend any school activities for the time of the suspension. A student can be given external suspension from one to ten days.

Police Contact-Police may be contacted at any time when the student's behavior constitutes a criminal act. The Administrators make the decision to contact the police and parents are informed immediately. This intervention will rarely occur. Section 10-22.6 of the Illinois School code states that gross disobedience or misconduct which may lead to suspension of a student shall include activities whether these activities take place in the school, and/or away from school property. Gross disobedience or misconduct, is determined by the severity of the offense. Local police departments may be informed and the student(s) may be taken to the local police station.

Anti-Bulling Policy

The Alternative Academic Achievement Academy believes that providing an educational environment for all students, employees, and volunteers, free from harassment, intimidation, or bullying supports a total learning experience. This environment promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Harassment, intimidation, and bullying are in violation of AAA Academy school policy and Illinois state law. These acts are dangerous and disrespectful behaviors that will not be tolerated.

Definitions from Section 27-23.7 of the Illinois School Code:

Bullying includes cyber bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1. Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2. Causing a substantially detrimental effect on the student's or students' physical or mental health; 3. Substantially interfering with the student's or students' academic performance; or 4. Substantially interfering with the student's or students' ability to participate in or

benefit from the services, activities, or privileges provided by a school. Cyber bullying 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. Cyber bullying includes the 7:180 Page 2 of 5 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. Cyber bullying also includes 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.

“Bullying” is any repeated and pervasive written, verbal or, physical acts or gestures, or a pattern of behavior that is intended to cause distress upon one or more students in the school and school vehicles. Bullying includes, but is not limited to, harassment, intimidation of a student which may, but need not be based on the student’s sex, race, color, ethnicity, religion, national origin, age, disability or sexual orientation.

“Harassment” means knowingly pursuing a pattern of conduct that is intended to threaten alarm or terrorize another person.

“Racial Harassment” consists of physical or verbal conduct relating to an individual’s race when the conduct:

- o Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
- o Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance; or
- o Otherwise adversely affects an individual’s academic opportunities.
- o ***“Sexual Harassment”*** means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:
 - When giving in to such conduct is made, plainly or outright, an expression or condition of obtaining an education; or
 - Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual’s education.

Notice of: Prohibition against Bullying and Anti-Bullying Interventions

Bullying behavior by any student that attends the Alternative Academic Achievement Academy is strictly prohibited and such conduct may result in disciplinary actions that

have been determined by the principal, and directors. “Bullying” means any repeated and pervasive written, verbal or physical act, election harassments, or gesture, pattern thereof that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, or sanctioned events that occurs at school and includes “cyber-bullying” through the use of technology and digital platforms.

Bullying includes, but is not limited to harassment, intimidation or threatening acts of a student which may, be based on the student’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- o Placing a student in reasonable fear of physical harm or damage to the student’s property; or
- o Physically harming a student or damaging a student’s property; or
- o Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. This behavior may possibly cause long- term psychological/emotional harm to the target.

Students and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action will be taken against the alleged aggressor.

- o Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be distributed to all staff and will be included in the Staff Resource Manual.
- o The Anti-Bullying Policy will be available for the Board of Directors.

Reporting Intimidation, Harassment, or Bullying Behavior

Any student who believes he/she has been the victim of harassment, intimidation, or bullying by another student or school personnel, or any person with knowledge, or belief of such conduct that may constitute harassment, intimidation or bullying, toward a student should immediately report the alleged acts.

The report may be made to any staff member. The staff member will assist the student in reporting to the principal or designee. In addition, anonymous reports of bullying can be made to neverbully@aaaacademy.org or calling an administrator at 708-206-0000. Once received, an investigation of the report will be conducted by an administrator in compliance with the timeline set below.

Teachers and other school staff who witness acts of bullying or receive student reports of bullying are REQUIRED to promptly notify designated staff.

Staff reports should be done in writing using an Incident Report form. A copy of this form will be submitted to the Principal or designee.

The school principal or his/her designee is REQUIRED to accept and investigate all reports and make all reasonable efforts to complete the investigation within ten (10) school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.

The principal or designee is REQUIRED to make a reasonable effort to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff, and consequences that may result from further acts of bullying.

Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation and bullying is prohibited.

The right to confidentiality for both the complainant and the accused shall be preserved whenever possible. However, confidentiality cannot be guaranteed at the onset of an investigation as it cannot be predicted what will be discovered or what kind of hearing will result.

If harassment or bullying continues, the (alleged) aggressor will be immediately disciplined. In regards to Special Education students, Special Education procedure and/or protocol will be followed. IEP and/or behavior management plans will also be consulted as a determinant for consequences, and for interventions to address the issue.

To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), school staff is REQUIRED to make a reasonable effort to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

Reports of bullying (as well as other disciplinary incidents) are tracked electronically. This tracking includes a record of the frequency and types of bullying behaviors, location of incidents, as well as any precipitating factors and the response of staff members in charge. Disciplinary reports that include incidents of bullying are made available to administrators, the Board of Directors, and staff, on a quarterly basis to facilitate a review of our disciplinary process and bullying policies. A parent copy is available upon request.

Investigating Intimidation, Harassment, or Bullying Behavior

The principal or his/her designee will appropriately and promptly investigate all reports of harassment, intimidation, or bullying. Depending on whether the alleged conduct constitutes bullying, of the entire circumstances, the nature of the conduct,

the student's history, and the context in which the alleged conduct occurred will be investigated. The following are key points to consider during the investigation process:

- o The administrator/designee(s) will make a reasonable effort to inform the parents/guardians of the victim, and the accused, of any formal report of harassment, intimidation, bullying or hazing. The administrator/designee(s) will inform them at that time whether or not an investigation will take place.
- o The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.
- o The Academy may take immediate steps to protect the complainant, students, teachers, administrators, or other school personnel pending the completion of an investigation.
- o Administrative staff shall make all reasonable efforts to complete the investigation within ten (10) school days. Each school site will be responsible for processing and maintaining a file of all formal incidents. Said reports may be reviewed by administration and may also be used to compile data regarding the extent of bullying within the school.
- o A school-wide student computer reporting system will be utilized to track formal incidents to include bullying harassment, intimidation and hazing. This tracking will include:
 - The frequency of victimization.
 - Student, staff, and family observations of safety at a school.
 - Identification of areas of a school where bullying occurs.
 - The types of bullying that are common or occurring.
 - Bystander intervention or participation.
- o The information will be provided to school administrators, school board members, school personnel, parents, guardians, and students.

Responses to Bullying

Verified acts of bullying shall result in intervention by the Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.

Bullying behavior can take many forms and may vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is not a single disciplinary response to bullying. Conduct that rises to the level of "bullying" as defined above will warrant disciplinary action against the (alleged) aggressor of such bullying. The extent to which to impose disciplinary action is a matter of professional discretion of the building Principal designee(s).

Consequences may include in or out-of-school detention. Other interventions may include restorative justice, mediation, or the involvement of other programs adopted by the Academy to address bullying behaviors. Special education students will be subject to disciplinary action specified within their IEP or Behavior Management Plan.

Victims and perpetrators of bullying are eligible for school counseling services. In addition, the school counselor may provide the victim's family with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

Consequences for Knowingly Making False Reports

False reports of bullying behaviors will be regarded as serious offenses and will result in disciplinary action or other appropriate sanctions.

Threats of Violence

Threats of violence toward other students, school staff, or facilities are prohibited and will result in some form of disciplinary procedure regardless of whether the student has previously engaged in such conduct.

All employees and students are required to report evidence of threats of violence to their Principal or designee. Such reports shall be investigated by Principal/designee(s). Reporting procedures shall follow the standards outlined above.

In cases of threats that may constitute a serious violation of criminal law, the Principal/designee(s) shall notify law enforcement authorities. In cases of threats that constitute a minor violation of criminal law, the principal/designee(s) has the right to notify law enforcement authorities if appropriate.

DISCIPLINARY POLICIES

The following Disciplinary Policies outline those behaviors that are not acceptable in the school community and the consequences for students violating the specific behaviors. All students at AAA Academy are subject to the following Disciplinary Policies.

Attacks on School Personnel

AAA Academy considers assault or physical attack upon school personnel as gross misconduct and subject to appropriate action regardless of any previous behavioral record. Section 5/10-21.7 of the Illinois School Code says that upon written complaint from school personnel, the Principal/Directors shall report all incidents of battery (both physical and verbal) to the local police within 24 hours. Students may be prosecuted.

Drug/Alcohol

Possession, sale or distribution of alcohol, drugs or "look alike" drugs (drugs made of legal materials but resembling illegal street drugs) and/or drug paraphernalia are absolutely forbidden. Local police may be contacted along with parents/guardians.

School Property

Students are responsible for the proper care of all textbooks, supplies and furniture provided by the school. Students who disfigure property or cause damage to school property or equipment will be required to pay for damage. Destruction of school property can also result in criminal charges. Lost textbooks are also the responsibility of the student and are to be paid for in the school office.

Search and Seizure

The school retains the right to and will search and seize cell phones and other electronic devices, drugs, weapons, check for gum, candy, food, drink, money, contrabands and any and all non-academic items in the possession of a student. Such possession is in violation of the rules enacted by the Academy, and local, state and federal laws. Students who possess such items will be held subject to all current discipline codes.

The school will assist local government authorities by reporting such possessions. Students in possession of cell phones and other electronic devices, gum, candy, food drink, and any non-academic items will be subject to the Discipline Code. The school expressly retains the right to search at anytime on a daily basis. Non –academic items in possession of students, taken WILL NOT be returned.

GENERAL INFORMATION

Absenteeism

Since absences constitute a hindrance to a student's education, parents are asked to cooperate in keeping absences to a minimum. if your child is absent from school on any given day, follow these procedures:

1. Call AAA Academy at (708) 206-0000 before 7:30 am each day your child is absent.
2. Parents must send a written note to school on the same day your child returns to school even though the academy was called on the day of absence.

Early Dismissal

If a student is to leave school before the time of dismissal, a written request from his/her parent or guardian must be submitted, or a phone call to the office must be made by the parent/guardian. The parent must report to the main office and sign their child out when they pick him/her up for early dismissal. Any person other than the parent/guardian must provide a picture I.D.

Emergency School Closing

The Directors/Principal is authorized to close school on an emergency basis. School closing announcements are broadcasted via recorded phone messages and Robo-calls and are regarded as official notification of school closing. If a parent or guardian is

unsure whether school has been closed, they may telephone the Academy after 7 am to determine status.

Visitors

Parents/guardians are always welcome to visit the school. As a courtesy to the teaching staff visitors are asked to notify the school office the day before. All visitors must report to the main office to sign-in.

School Fees

Parents are NOT required to pay book fees, field trip fees, or lunch fees. Most expenses for the students are covered by the Academy. Parents are not to allow their child to bring money to school since the Academy incurs most expenses for the student.

Change of Address or Telephone

Parents are required to notify the home school district and AAA Academy when there is a change of home or business address and/or telephone number. Notify the school also if there is a change in the person listed for emergency telephone calls from school.

Sexual Child Abuse

Schools are mandated to report sexual and/or child abuse. If a staff member is under the belief that sexual and/or child abuse is occurring or has occurred, a report will be made to the Illinois Department of Children and Family Services. For parent reference, the telephone number is 1(800) 25-ABUSE. See Illinois Abuse and Neglected Child Reporting Act, III.

Disaster Drills

The safety of the student is insured by drills and precautionary measures in the event of disaster from fire, storm or tornado. Written procedures exist for these emergency evacuations. Each staff member is trained in using these procedures should such a disaster occur.

Field Trips

No child will be allowed to go on a field trip without a permission form signed by the parent or guardian. The Principal may deny this privilege to any student, class or group because of lack of responsibility.

Physical Examinations and Immunizations

Illinois State Code (sec 27-8) states that physical examinations are required before entering kindergarten first grade (5 or 6 years of age), sixth grade (11 years of age), and before entering high school (13-14 years of age).

Communicable Diseases

It is a state policy that a student who has a contagious or communicable disease cannot be admitted to school without a

Physician's certificate. Contagious or commutable diseases are chicken pox, diphtheria, hepatitis, meningitis, mumps, poliomyelitis, rubella, streptococcal, sore throat and fever, whooping cough (pertussis), lice, ringworm and scabies.

Medication

If your child needs medication to be administered during the school day, the following procedures are to occur.

1. Doctor's Note Prescribing Medication
2. Parent Permission
3. Medication must be in the original prescription bottle.

The Principal is responsible for securing and maintaining permission to distribute medication to students. Parents are responsible for providing the Principal with a current (annual) doctor's note if medication is to be administered in school. Students are not allowed to carry or disburse prescription or non-prescription drugs. Also please keep the Administrators informed of any medical information you may have regarding your son/daughter. Parents are encouraged to never allow medication to run out or expire

Americans with Disabilities Act (ADA) Accommodations

AAA Academy is committed to complying with the requirements of the Americans with Disabilities Act for students and family members. Parents and family members who have a physical or mental disability (deaf, have a physical disability, or serious medical condition (s) etc.) are entitled to access and accommodations to parent-teacher conferences.

Student Records

AAA Academy maintains a copy of your child's temporary record during their enrollment at AAA Academy. All records are returned to your district of residence upon termination of school enrollment. You may wish to review the student records section of your district's parent/student handbook as individual district policies and procedures vary.

Student Equity, Sexual Discrimination and Harassment/Intimidation Policy Statement

AAA Academy does not discriminate on the basis of sex in the provision of program. Activities, service, or benefits, and guarantees both sexes equal access to educational and extra-curricular programs and activities. No students shall be subjected to sexual discrimination, harassment, intimidation or bias by an AAA Academy employee, by other students, or by the effect of any school policy or practice.

"Sex Bias" means the attribution of behaviors, abilities, interests, values and/or roles to a person or group of persons on the basis of sex.

"Sexual Harassment" includes student-to student, student-to-staff, and staff-to-student

conduct. It means unwelcomed, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

“Sexual Intimidation” means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.

STUDENTS’ EXPECTATIONS AND RIGHTS

Students Should:

- o Know and adhere to school dress code and groom in a responsible and appropriate manner
- o Strive for academic growth
- o Assist in providing a good learning climate
- o Respect the individual rights of fellow students, staff members, and others
- o Organize activities in an orderly manner without discrimination
- o Submit required medical reports, parent permission forms, and other essential forms to the appropriate school personnel
- o Make every effort to improve their performance upon notification of unsatisfactory progress.
- o Conduct student activities in a manner that provides due respect to all participants
- o Refrain from publishing, writing, drawing or distributing libelous and obscene materials
- o Attend school every day

Students have the right to:

- o A free, appropriate education
- o Be guaranteed equal treatment in every aspect of the educational/treatment system, regardless of race, sex, creed, color or national origin
- o Fundamental guarantees of free speech, press, and assembly
- o An explanation of the basis for any marks given or any disciplinary action
- o Information of AAA Academy’s policies and rules
- o Make-up class work after an excused absence
- o Privacy in their personal possessions, subject to the right of AAA Academy’s officials to inspect and protect AAA Academy’s property and students

STUDENT DRESS CODE

Students shall be dressed in clothing appropriate for instruction. Clothing which disrupts the learning environment is expressly prohibited. Dress must reflect appropriateness as to time and place.

Students, parents, and guardians are expected to comply with the following dress guidelines:

- o All students shall wear the uniform shirts provided by the Academy daily. Only one white, black or dark blue t-shirt may be worn under uniform shirt. Students **MUST** wear uniform pants and skirts (Black or Navy). Wearing jeans of any color is prohibited.
- o Dark blue or black uniform pants or skirts are to be worn with the uniform shirts. Skirts **MUST** be knee length. Any item of clothing or jewelry containing a symbol of a gang, or which, by its manner of display, constitutes a symbol of a gang, shall not be permitted. Such clothing may include, but is not limited to: medallions, necklaces, rings or other jewelry, shoelaces, caps, hats, and T-shirts. For purposes of these guidelines “gang” refers to any group of two or more persons whose purposes included the commission, conspiracy, or advocacy of illegal acts. Wearing of jeans is **NOT ALLOWED**.
- o Dress must reflect appropriateness as to time and place. For example, toes and heels must be protectively covered. Clothing and footwear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or to other students. Immodest clothing will not be permitted. All students’ pants must be worn at the waistline, with a black or blue belt **NO OTHER COLOR, DECORATION OR ORNAMENTS ON BELT ACCEPTED**. Oversized clothing is not permitted. Cut, slit, or ripped uniform pants are not to be worn at the Academy.
- o The wearing of hats, sweatbands, head scarves, visors, sunglasses, coats, jackets, windbreakers, boots, hoods or any other outer clothing are not permitted in the school building.
- o Male students are not permitted to wear earrings of any kind. This includes strings in the ear, toothpicks, or any other material. Female students that wear earrings or nail polish must wear those that will not pose a disruption to the educational environment. Females may wear only one set of post earrings in their ears. No other jewelry is allowed. All other types of visible body piercings or tattoos are prohibited for all students. Nails must be kept to fingertip length and only one color. No 3-D ornamentation is allowed. No accent nails.
- o Any clothing with language or pictures conveying expressed or implied obscenities or sexual vulgarities, promoting the use of tobacco, alcohol, or other Illegal drugs, inciting violence or other illegal acts, or conveying other messages

inconsistent with the Academy's values will not be permitted. Clothing displaying any advertising is prohibited.

- o Uniform shorts, in dark blue or black color, that are knee length may be worn during warm weather. Socks must be matching dark blue, black or white.
- o Students must always wear enclosed shoes. Boots may be worn to and from school only. Students must change into shoes or sneakers upon arrival to school.
- o Students are permitted to wear black or blue button-down sweaters in the building during cold weather. Hoodies are NOT to be worn in the building and must be stored in student's lockers during the school day.

Asbestos Management Plan

In accordance with the EPA's Asbestos Hazard Emergency Response Act (AHERA) of 1987 (40 CFR Part 763). Schools are required to inspect their buildings for asbestos, develop asbestos management plans and implement response actions. The Plan contains information on our inspections, response actions, re-inspections and periodic surveillance activities. The plan is currently kept in the Buildings and Grounds and Business Office and is available for scheduled review during normal school business hours.

PraxisSchool Parent Portal

The Academy has implemented a software system that will allow parents and guardians to access their student's information as well as promote a better home/school connection. This system is not to be used for complaints, criticisms, or reporting absences.

PraxisSchool is an innovative tool that allows parents/ guardian access to their student's academic information 24 hours a day, seven days a week via a secure internet website. PraxisSchool provides comprehensive student data that includes the following:

- o Coursework/Grades
- o Attendance

Transportation of Medication

When a student is required to have medication (s) administered during school, for safety reasons, parents are required to bring all medication to the school and turn it over to the principal. Medications are NOT to be sent with the student or any other unauthorized persons.

Allergies

The school must be notified of any and all allergies a child has.

Universal Precautions

In order to prevent the spread of infection within the school setting, all body fluids are treated as infectious (universal precautions). Skin lesions (open sores) must be covered while at school.

Accident and Injuries

All accidents and injuries are reported immediately by telephone or writing to parent or guardian. If medical attention is required the student will be transported to the nearest hospital for care and the parent or guardian notified.

Immunizations

All children must have a current record of immunization on file. The School Code of Illinois (Chapter 1122, Section 27-8,1) states that every child prior to entering any public, parochial, primary, secondary or nursery school, shall present or have presented “proof of having received immunizations”. “If a child does not comply by October 15th of the current school year, then the school authority may exclude the child from school until such time as the child presents proof of having received those required immunizations which are medically possible to receive immediately”. There are two exceptions under which children who do not meet the required immunizations will be permitted to school. They are medical exemptions and religious exemptions. Please contact the Principal for those exemption forms.

LUNCHROOM RULES

- o Remove jackets, sweaters, hoodies and caps upon entering the lunchroom.
- o When instructed to do so, line up quietly to pick up your meal
- o Always Walk
- o No Playing
- o Always use inside speaking voice
- o Only speak with people at your table
- o Never touch the food before it is served to you
- o Do not touch the food of others
- o Do not share food with others
- o Clean the surrounding area after completing your meal.
- o Dispose of garbage when instructed to do so by an adult.
- o Do not put liquids in the garbage cans, return liquids to the counter where food is served
- o Take washroom break when told to do so by an adult
- o Line up quietly when instructed to do so by an adult
- o No food is ever to leave the lunchroom

School Bus and Van Rules

- o Students must board the van/school bus within 3 minutes.
- o Drivers **will not** return to pick-up students.
- o Student must be in complete uniform before boarding the van/school bus (see student dress code).
- o Food or drink is not permitted on van/school bus.
- o Cell phones, electric devices, and any other non academic devices are not permitted on van/school bus.

- o Students traveling to Academy by means other than Academy vehicles must be accompanied by an authorized adult.

Technology Policy

AAA Academy provides each student with a laptop for use in their school work. These devices are heavily filtered and only able to access websites that are approved for school use.

Each student will be issued a school-based Google Account. Each device is assigned to one student and is restricted to that student's school account. Students should not share their passwords. Students will be held responsible for activity that occurs on their account.

Students are not able to access any social media sites or contact anyone outside of the Academy. All student activity on the school devices is closely monitored. Students should have no expectation of privacy when using a school device. Any attempt to circumvent or "hack" a school device will result in the removal of the student's technology privileges.

Students must show reasonable care when using their device. While incidental damage and wear and tear does occur, students, and their parents, will be responsible for any intentional or malicious misuse or damages. If a device is damaged accidentally or stops working, it should be reported to an administrator as soon as possible.

Failure to adhere to these policies can result in the following disciplinary actions:

- o Warning
- o Loss of computer privileges
- o Additional disciplinary action to be determined by an administrator
- o Legal action, when applicable

School Supplies List

Kindergarten to Second Grade

- ✓ 2 Pkgs. Loose Leaf (wide rule)
- ✓ 1 Box (24 pieces) of #2 Pencils
- ✓ 1 Ten – Count Pkg. Markers (include gray and pink)
- ✓ 1 Box 24 count Crayons
- ✓ Glue Sticks: 2 large & 2 small
- ✓ 12 count of Colored Pencils
- ✓ 2 Pocket Folders – 5 folders
- ✓ 1 Pencil Box
- ✓ 3 Pink Erasers
- ✓ 1 Roll of Paper Towels
- ✓ 3 Boxes of Kleenex
- ✓ 1 Tub of Clorox Wipes
- ✓ 1 Bottle of Hand Sanitizer

- ✓ 1 Tub of Wet Wipes
- ✓ 1 Clear shoe box

3rd to 6th Grade

- ✓ 6 Spiral Notebooks
- ✓ 1 Box 24 count Colored Pencils
- ✓ 1 Box (24 pieces) of #2 Pencils
- ✓ 6 Black Pens & 2 Red Pens
- ✓ 4 Glue Sticks
- ✓ 12 count Crayola Markers
- ✓ 1 Box 24 count Crayons
- ✓ 3 Erasers (at least 2 pencil tops)
- ✓ 7 Pocket Folders with 3 prongs
- ✓ 1 Pencil Box
- ✓ 3 Boxes of Kleenex
- ✓ 1 Tub of Clorox Wipes
- ✓ 1 Tub of Wet Wipes
- ✓ 1 Bottle of Antibacterial Hand Gel (Hand Sanitizer)
- ✓ 2 Pkgs. Loose Leaf Notebook Paper (wide rule 3 rings)
- ✓ 1 Roll of Paper Towels
- ✓ 1 Ruler (English and Metric measurements)
- ✓ 1 Calculator
- ✓ 1 Clear shoe box

7th & 8th grades

- ✓ 3 Ring Binder Index (5 Tabs)
- ✓ 4 Spiral Notebooks
- ✓ 12 count Colored Pencils
- ✓ 12 count # 2 Pencils
- ✓ 6 Black Pens & 2 Red Pens
- ✓ 4 Glue Sticks
- ✓ 3 Boxes of Kleenex
- ✓ 1 Tub of Clorox Wipes
- ✓ 1 Tub of Wet Wipes
- ✓ 1 Bottle of Antibacterial Hand Gel (Hand Sanitizer)
- ✓ 1 Roll of Paper Towels
- ✓ 4 Pocket Folders
- ✓ 1 package of Index Cards
- ✓ College Rule Notebook Paper (Replenish Monthly)

- ✓ TI-30 XA Texas Instrument Calculator
- ✓ Ear Phones (Personal)

Every student

- ✓ Two Uniform pants
- ✓ Two Black belts

Extra pants and belts will be kept at school and will be used if student arrives to school not in compliance with school uniform code. They will be returned at the end of the school year.

Calendar of Events 2022-2023

Legal School Holidays

Labor Day	September 5
Columbus Day	October 10
Veterans Day	November 11
Thanksgiving Day	November 24
Martin Luther King Jr. Day	January 16
Presidents Day	February 20
Casimir Pulaski Day	March 6
Memorial Day	May 29

Important Dates

Teachers In – Service (No School)	August 4-5
First Day of School	August 8
Teachers In-Service (No School)	September 2
PTC	September 15
Columbus Day	October 10
First Quarter Ends	October 14
Teachers In-Service (Half Day)	October 28
Teachers In-Service (No School)	October 31
Veterans Day (No School)	November 11
Teachers In-Service (Half Day)	November 23
Thanksgiving (No School)	November 24
Teachers In-Service (No School)	November 25
Teachers In-Service (Half Day)	December 23
Winter Break (School Closed)	December 26-January 6
Second Quarter Ends	December 23
MLK Day (No School)	January 16
PTC	February 3
Presidents Day (No School)	February 20
Pulaski Day (No School)	March 6
IAR Testing Dates	March 7-April 21
DLM/AA Testing Dates	March 15-May 10
ISA Testing Dates	March 1-April 28
Teachers In-Service	March 31
Third Quarter Ends	March 17
Teachers In-Service (No School)	April 7
Spring Break (School Closed)	April 10-14
8 th Grade Graduation (No school)	May 19
Last Day for Graduates	May 19
Last Day of School (K-7)	May 26
Memorial Day	May 29
Summer School Begins	May 30 thru July 5

Juneteenth (No School)	June 19
Teacher In-Service (No School)	July 3
Independence Day	July 4
Summer School Ends	July 5

Board of Directors

Dr. Patrice Boyles	President
Dr. Priscilla Palmer	Vice President
Minya Coleman	Secretary
Tyrone Hutson	Treasurer

Administrative Staff

Executive Director: Freda McArthur
 Director: Shelton Flowers
 Principal: Robin Guthrie
 Principal: David Millman
 Business Manager: Charles McArthur
 Office Manager: Carol Watkins

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