

PROJECT INSIGHT JR/SR ALTERNATIVE HS

2020-2021

330 N. McArthur

Macomb, IL 61455

Office; (309)-837-5685 Fax: (309)-836-5030

Office Hours: 8:00 AM - 3:30 PM

Student Hours: 8:20 AM - 2:15 PM

Mrs. Stephanie Winship

Mr. Vajo Necak

Principal

Head Teacher

TABLE OF CONTENTS

Student & Parent Handbook Acknowledgement	2	
Accommodating Individuals With Disabilities	17	
Attendance	5-6	
Breakfast & Lunch - Food and Beverage Policies	15	
Bullying, Intimidation & Harassment (Sexual)	12	
Cameras	13	
Cell Phones/Camera Phones/Electronic Paging/Communication Devices	13	
Corporal Punishment	17	
Criteria for Transition	16	
Convicted Child Sex Offenders	5	
Dress Code	14-15	
Earning Points	6-7	
Field Trips	17	
Fines, Fees, and Charges: Waiver of Student Fees	17	
Gang & Gang Activity	17	
Grading Policy	18	
Graduation Requirements	18-19	
Homeless Child's Right to Education	20	
Medication	15-16	
Overview	3	
P.E. Guidelines	12	
Pesticide Application Notice	20	
Program Infractions	8-10	
Recovery Room	7	
Social Networking Passwords & Websites	13	
Student Discipline		10-12
Student Records	19	
Student Workers	19-20	
Suspension Policy	16	
Teacher Qualifications	20	
Transitional Phase	16-17	
Transportation	13-14	
Truancy	6	

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge being provided electronic access to the Student/Parent Handbook and WCISEC Policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all Project Insight and Cooperative policies and procedures.

I understand that the Student/Parent Handbook and Cooperative policies may be amended during the year and that such changes are available on the WCISEC website under the programs tab or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and Cooperative rules, policies and procedures.

Signature of Student

Date

Parent/Guardian Acknowledgement

I acknowledge being provided electronic access to the Student/Parent Handbook and Cooperative policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and Cooperative policies may be amended during the year and that such changes are available on the WCISEC website under the programs tab or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with Project Insight and Cooperative rules, policies and procedures.

OVERVIEW

Project Insight Alternative Junior/Senior High School is an alternative approach to education for those junior/senior high students who have social emotional and/or behavioral problems that interfere with their learning within the traditional school setting. The basic curriculum of Project Insight offers opportunities for:

- Individualized Academic Instruction
- Small Group Instruction
- Counseling
- Social Skills Instruction
- Special Interest Mini-Courses
- Community Learning Experiences
- Work Experience
- Field trips may be offered which students will be required to attend.

MISSION STATEMENT

Project Insight Alternative School, in cooperation with parents and community, will provide the educational and social opportunities for students to acquire skills, knowledge, and a sense of responsibility in a safe educational environment that will prepare them to become contributing members of society.

ADMISSION

Admission to Project Insight Alternative School begins with an initial referral made by the home school or other agency for students with a primary ED or OHI disability. A meeting with participation from home district, parents, and Administration from Project Insight to determine if a public alternative day school is the most appropriate educational environment for the student. Then an IEP will be developed. Upon enrollment at New Horizons, the student maintains membership in the home school district as indicated in the students' Individualized Education Plan (IEP). The student must follow the rules and guidelines of the home school district when participating in extra-curricular activities.

ORIENTATION

Upon entrance into the program, the student will spend part of a day in orientation. Each student will be assigned a lock and a locker. It is each student's responsibility to keep his or her possessions locked up. Locks and lockers are the property of the school and school personnel reserve the right to inspect lockers at any time. Personal locks must be approved by the administration.

A base curriculum of Project Insight School offers opportunities for:

1. Individual and small group academic instruction
1. Individual and group counseling
2. Community learning experiences
3. Vocational opportunities
4. Transition planning
5. Life skills instruction

Student Responsibilities:

1. Be responsible for actions
2. Dress appropriately and practice habits of personal cleanliness and safety
3. Arrive on time to school and class with all materials
4. Obey classroom and school rules
5. Obey city, state, and federal laws

6. Respect the rights of fellow students and school personnel
7. Respect authority both in school and at school-sponsored activities
8. Respect school and community property
9. Know behavior expectations and consequences for misconduct

Students have a right to:

1. A meaningful learning experience
2. An appropriate and challenging curriculum
3. A school climate free of violence and disruption
4. A written code of classroom discipline
5. Protection from physical and verbal abuse
6. Be disciplined in a humane and appropriate manner
7. Due process in matters of disciplinary action

VISITORS

All visitors are required to enter through the front door of the building off of McArthur Street. Press the doorbell and listen for the click, and proceed immediately to the desk in the hallway to sign in and wait for further instructions. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in, but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences will be held outside school hours or during the teacher's conference/preparation period.

Visitors may observe the Project Insight provided they notify the principal no less than 2 hours prior to the desired date of the visit. Authorization for the visit shall be given by the principal after consultation with the class room teacher. The principal reserves the right to refuse visitors' access to the program classrooms when, in the opinion of staff, there is reason to believe the visit would disrupt the educational process.

Any staff member may request identification from any person on school or cooperative grounds or in any school or cooperative building; refusal to provide such information is a criminal act. The principal or designee shall seek the immediate removal of any person who; (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any program activity or the learning environment, (3) or engages in an activity in violation of policy 8:30, Conduct of Cooperative Property.

Project Insight expects mutual respect, civility, and orderly conduct among all people on cooperative property or at a cooperative event. No person on cooperative property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, student, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface cooperative property;
6. Violate any Illinois law, town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any cooperative activity or function (including Using cellular phones in a disruptive manner);

10. Enter upon any portion of cooperative premises at any time for purposes other than those that are lawful and authorized by the Governing Board;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized cooperative employee's directive;
12. Engage in any risky behavior, including roller blading, roller skating, or skateboarding;
13. Violate other cooperative policies or regulations, or a directive from an authorized security officer or cooperative employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the cooperative or a cooperative function.

CONVICTED CHILD SEX OFFENDER

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the building principal of his or her presence at the school for the purpose of:
 - (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other issues pertaining to his or her child.
2. The offender received permission to be present from the board, superintendent, or superintendents' designee. If permission is granted, the superintendent or board president shall provide the details of the offender's upcoming visit to the building principal. In all cases, the superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity

PROCEDURES TO DENY FUTURE ADMISSION TO SCHOOL EVENTS OR MEETINGS

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the board. The director may refuse the person admission pending such hearing. The director or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the board hearing date. The hearing notice must contain:

1. The date, time, and place of the board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

ATTENDANCE

Each student is expected to maintain a minimum attendance of 95% (one unexcused school day per month/no more than 9 school days each year). Students will not be allowed in the building until 8:20 am regardless of weather conditions. The school must be notified before 8:45 a.m. on the day of an absence. Notes from parents or guardians, explaining absences are required for each day missed on the day the student returns to school. If attendance is below 95%, a doctor's excuse or official documentation is required specifying the dates excused and the reason for the absence. This excuse is to be provided to the Project Insight Office within 2 days of return to school.

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of

the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal.

Unexcused absences include but are not limited to over sleeping, missing the bus, shopping, hair appointments, working or looking for work or any activity that can be accomplished after school hours.

Parents may excuse the first 9 absences of the school year. After the 9th absence the student must produce a doctor's note or get the principal's approval for an absence.

Students who will be out of town should secure a pre-approved absence and complete their school work prior to leaving.

Project Insight students attend school according to Macomb CUSD #185 school calendar. A copy of this calendar is on our website www.wcisc.org under classes. It is the student's responsibility to know when school is in session.

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 that he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

TRUANEY

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and /or a fine up to \$1500.

Project Insight will refer all students 16 and under, to truancy, after 3 unexcused absences.

EARNING POINTS

A student earns positive points each day for positive academic and social behaviors exhibited. Points will be awarded at the end of every period.

POSITIVE BEHAVIOR CODE – WAYS TO EARN BONUS POINTS

Politeness	P
Cooperation	C
On Task	OT
Self-Control	SC
Ignoring Negative Behavior of Others	IG
Initiative (volunteer)	V
Positive Comment/Peer Support	PC
Benchmark/State Testing	T

Politeness and Cooperation behaviors will be measured during all Educational and Social Opportunities. On Task behavior will be measured during Educational Opportunities only. Other positive behaviour can be awarded bonus points at staff discretion.

- A. The following work performance evaluation scale will be used as a guide to determine positive points earned.
 - a. **2 Good**.....Meets requirements in academics and interactions with little or no reminders.
 - b. **1 Needs Improvement**.....Effort made to meet requirements could be improved.
Requires frequent supervision and reminders
 - c. **0 Poor**.....Shows little to no effort to meet requirements.
- B. Various incentives may be offered throughout the year.
- C. There will be a school store open at lunch time for students to buy supplies and rewards using points earned.
- D. Using the restroom at the beginning or end of class with adult permission is appropriate. Using the restroom during instructional time may effect On-Task points.
- E. Possible Outlets/Ways to avoid getting infractions or earning your way into room 1:
 - Ask a teacher if it would be possible to work in a corner of the room away from students and staff.
 - Ask for permission to talk with the Secretary to see if a social worker or counselor is available.
 - Ask for permission to come and speak with Principal, and if directed to wait a few minutes or until class is over, that is a win-win situation for both parties.
 - Ask for a stress ball to hold and manipulate
 - Ask permission for a 5 minute time out
 - If the above opportunities were unsuccessful, ask to go to the Recovery Room

RECOVERY ROOM

Room 6 has been designed as a “safe place: for students starting to feel anxious. There are staff in the Recovery Room that can help you talk-through a problem, regain control, and recover so that you may return to the classroom.

- You must have a “Recovery Room” pass or with RR with adult initials with a time to enter Rm. 6.
- You must enter quietly and “sign in”.
- You may then choose a calming activity, sit quietly, or talk to an adult about your problem.
- In most instances, a 5 min. timer will be set; and you will be asked to return to your class when the timer goes off.
- Please only use the RR if needed. Don’t use it to simply avoid class.
- Recovery Room is not to be used to avoid class.

PROGRAM INFRACTIONS

These rules are intended to maintain a safe learning environment for all students. All inappropriate behavioral choices will be documented on point cards and may affect positive points earned. The right-hand column indicates codes to be used on point cards. Additional rules will be added at **staff discretion** as the need arises.

MINOR BEHAVIORAL INFRACTIONS (See PBIS Matrix)

1	Choosing not to follow basic school rules	Minor	NFD (Not Following Directions)
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2	Choosing to arrive at school after 8:45 AM without making prior arrangements with staff	Minor	NFD
3	Choosing not to call in by 8:45 AM if absent		
4	Unexcused absences (Truancy)		Truant
5	Foul and inappropriate language, gestures, innuendos, pictures, or conversation about drugs, sex or violence		Language
6	Choosing to be physically or verbally aggressive		Harassment
7	Choosing to harass any individual by hiding or moving personal property, giving wrong directions or information, interfering with other's affairs, distracting noises or complaining.		Harassment
8	Inappropriate physical contact with students, staff, and/or object is within building considering intent and circumstances.		Minor PA
9	Choosing to misuse/destroy school materials and student supplies.		Harassment
10	Choosing to bring tobacco products, e-cigs, or lighters to school		Item will be confiscated
11	Public Displays of Affection - Hugging only		NFD
12	Late for Class		NFD
13	Out of Area - It will be noted on point card every 5 minutes a student is out of the classroom or designated areas without permission or pass.		NFD

Major Infractions

1	Partially Hanging on the basketball rim/net	Major	
2	Inappropriate language directed at staff, authority figures, or peers	Major	LAO
3	Yelling inappropriate language.	Major	LAO
4	Intentionally choosing to misuse or damage tools, equipment, materials, or facility itself.	Major, May be reported to police, repair, or replace damaged goods	DEST
5	Physical aggression (fighting)	Major, May be reported to police	PA
6	Leaving school property without permission	Major	LWOP
7	Choosing to steal materials, equipment, or personal	Major, May be	Theft

	property from the program, staff, other students, neighbors, or businesses.	reported to police	
8	Possession and/or use of alcohol or drugs at school	Major, May be reported to police	
9	Choosing to tamper with fire alarm system, fire equipment, thermostats security camera system, or intercom system.	Major	DEST
10	Choosing to use tobacco or e-cig products or within sight of the school	Major	Smoking
11	Transportation infractions	Major	Maybe ISS or OSS
12	Choosing to be in possession of a dangerous weapon.	Major, May be reported to police	Weapons
13	Public Display of Affection – include kissing, intentional or unintentional inappropriate contact	Major	PA
14	Racial Slur or Discriminatory remark or Sexual Harassment directed toward students and/or staff	Major	Harassment/Sexual Harassment
15	Any behavior or actions deemed as threatening, intended to threaten, and/or cause harm to oneself, others, or property.	Major	Threat or PA, Room 1, Suspension and/or Reported to Police
16	Electronic Bullying or harassment via text msgs. or on-line during school hours	Major	Harassment
17	Walking off of school grounds	Major – May be reported to the police	Walk-Out - Maybe ISS or OSS

MAJOR BEHAVIORAL INFRACTIONS

Any Major Infraction may also result in suspension

- A. A person may be required to visit Room 1 if he/she:
 - a. Earns three minor behavioral infractions during any educational or social opportunity.
 - b. Earns one major behavioral infraction during any educational or social opportunity.
- B. Intent and Circumstance
 - a. Each situation will be handled individually
 - i. Each staff member reserves the right to make a judgement call on how to give an infraction depending on the intention and circumstance of the situation.
 - ii. Intent and Circumstance will be used to determine if a situation calls for a minor or major infraction.
- C. Transitioning from Room 1 to Recovery Room:
 - a. There may be times when a student’s behavior is not appropriate for the classroom. The student(s) are to report to Room 1 at that time. In order to return to the classroom, a student must first transition through the Recovery Room.
 - b. The staff will know when a student is ready to transition to Recovery when they can:
 - i. Follow staff directions without arguing or being non-compliant
 - ii. Use appropriate language towards staff and peers
 - iii. Be in control of his/her body.

- iv. Complete an assignment or a newspaper assignment with a grade of “C or better.
 - v. Complete a think sheet.
- c. At that time, the staff in Room 1 will escort the student to the Recovery Room
- D. If you are suspended or arrested-when you return, you will be allowed to go to your 1st hour class, so as to “start each day fresh” or with a “clean slate”.

STUDENT DISCIPLINE

Students may be disciplined for misconduct, including, but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials to include vapor items.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a) Any illegal drug, controlled substance, or cannabis.
 - b) Any anabolic steroid or performance-enhancing substance not administered under a physician’s care and supervision.
 - c) Any prescription drug.
 - d) Any inhalant, regardless of whether it contains an illegal drug or controlled substance (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e) “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substance.
4. Using, possessing, controlling or transferring a firearm or “look alike,” 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.
5. Using a cellular telephone, video recording device, personal digital assistant, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and in the students locker or with a staff member during the regular school day.
6. Using or possessing a laser pointer unless under a staff members direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Bullying, hazing or any kind of aggressive behavior or encouraging other students to engage in such behavior.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Being absent without a recognized excuse.
12. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
13. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to

conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

15. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student lockers, desks, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonable related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to and from school or a school activity, function, or event; or
4. Anywhere if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DISCIPLINARY MEASURES

Disciplinary measures may include but are not limited to:

1. Point reduction
2. Loss of level
3. Disciplinary conference
4. Withholding of privileges
5. Seizure of contraband
6. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds at New Horizons and their home school.
7. Suspension of bus riding privileges
8. Notification to probation
9. Notifying local law enforcement and filing charges
10. Notification of parents and home school
11. Temporary removal from the classroom
12. Delay of lunch and/or transportation

BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school, on school transportation, or any school-related activity. The school will protect students and staff against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and may take disciplinary action against any student who participates in such conduct. Disciplinary action is subject to consequences as provided in this handbook and may lead to police involvement.

PHYSICAL EDUCATION GUIDELINES

P.E. is a state requirement. Regular physical activity in children and adolescents promotes health and fitness. Compared to those who are inactive, physically active youth have higher levels of cardiorespiratory fitness and stronger muscles. They also typically have lower body fat, stronger bones, and may have reduced symptoms of anxiety and depression. To make our P.E. safe and productive the following guidelines are used.

- Students must wear gym shoes for P.E.
- If a student exhibits inappropriate behaviors during P.E., he/she may be sat out. The student must sit quietly in the designated spot. The first sit out will be approximately 1 minute. Additional sit-outs will become progressively longer as determined by the supervising staff.
- No gum chewing, pop or food is allowed.
- Will be assessed in 4 fitness areas.

CELL PHONES/CAMERA PHONES/ELECTRONIC PAGING/COMMUNICATION /MUSIC/VIDEO DEVICES

Upon arrival, students will power-off cell phones. Cell phones are not to be seen or heard during class.

It is permissible to use cell phones when at school but only during certain times during the day. During class time-cell phones are not to be seen or heard. Phone calls are not to be made or received during class times. If/when your cell phone is seen or heard in the classroom, you will be asked to turn it into the staff member present and you will earn two points upon first request from an adult. You will get the phone back at the end of the day as you leave the building. If you choose not to turn it in, you may earn an NFD every 5 minutes until turned in or you can earn into Room 1.

Cell phones may be used for texting, music, and games, etc. during breakfast and lunch times.

Electronic devices may only be brought to the office at breakfast and lunch times to be charged. You may not leave class to go charge your phone.

- Video Taping is absolutely prohibited! You run the risk of suspension, police call, and/or loss of phone for the remainder of the school year.
- 1st Offense-student can willingly turn device over to staff. The student will earn a NFD infraction and the phone will be returned at the end of the school. Day.
- Repeated offenders may result in a parent/teacher conference, suspension, and or loss of phone privileges.

SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

CAMERAS

Cameras are in use in the entries, exits, and hallways at Project Insight.

TRANSPORTATION

Transportation is provided by your home school district according to the Macomb District C.U.D. #185 calendar. Students must ride district transportation unless prior arrangements are made with **home district administration AND Project Insight Administration.**

Macomb students may drive, and may transport other Macomb students to and from school. Students who transport other students without permission, or students who attend and do not ride appropriate transportation will earn an NFD infraction. Infractions will result in appropriate consequences, a parent phone call, a parent/teacher conference, and possible loss of driving privileges.

If a student is not riding their regular transportation and someone other than a parent or guardian is picking them up, they **must** have a note from their parent or guardian or a phone call to Project Insight, as well as prior approval of their home school district and Project Insight Administration.

Most districts will not transport out-of-district students. If you are making plans to go home with a friend from another district, be sure to get approval as noted above. A parent or guardian will be expected to provide the transportation.

Transportation arrangements are to be made prior to 8:45 AM. Students may not be able to use the school phone to change plans after 8:45 AM.

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on the school bus and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

DRESS CODE

Students should dress to bring pride to themselves and the school community. Certain modes of dress are considered disrespectful and will not be allowed.

Consequences for dress code infractions: Class time missed due to dress code violations may be unexcused.

- You may be asked to remove or change your clothes
 - You may be asked to turn your clothes inside out
 - You may be asked to simply cover up the inappropriate word, picture, or exposed skin, etc
 - If at any time you choose not to comply with what has been asked it may result in a suspension
 - If you want to go home to change because you do not want to wear our clothes, it will be an unexcused absence and you will not be allowed to return.
 - If you are asked to pull up/change/or cover up something and you are asked more than once you are setting yourself up for being sent home unexcused or a possible suspension.
1. Articles of wearing apparel that are too revealing of the “body” are prohibited. Examples: midriffs, spaghetti straps, muscle shirts, short shorts, low waistbands. Shirts must be worn at all times.
 2. Male and Female students must wear shirts with sleeves at all times. No Muscle shirts or tank tops will be worn in the building. Shirts must have sleeves.
 3. Shorts and skirts must be below fingers when arms are straight to the side of one’s body.
 4. Articles of wearing apparel displaying indecent patches, writing, pictures, obscene or suggestive slogans or alcohol/drug/tobacco related advertising and gang-related apparel or insignia are

- prohibited. Example: confederate flag or other items deemed inappropriate by administration. Coats may not be worn to class. A hoodie or sweatshirt is not considered a coat.
5. Sunglasses may not be worn.
 6. Chains are prohibited.
 7. Hats, Headbands, Do-Rags, & bandanas.... may not be worn.
 8. Footwear must be worn at all times. Non-marking tennis shoes must be worn in the gym during P.E.
 9. Backpacks & lunch bags must remain in your locker or the student refrigerator. They are not allowed in class.
 10. Pajama pants and house slippers may not be worn (You may be asked to change)
 11. Please wear clean shoes/boots to school with non-marking soles. If you must wear boots, please bring clean footwear to put on upon arrival.

BREAKFAST & LUNCH

FOOD, BEVERAGE, AND KITCHEN POLICIES

Free and reduced price meals are available for qualifying students. For an application, contact the Principal, Mrs. Winship.

- A. All food is kept in the gym. (No food in the classrooms)
- B. When using the microwave, follow correct cooking procedures and clean up spills and splatters immediately. There is a microwave cart provided for students in the gym.
- C. Only water in clear plastic bottles are allowed in the classroom if they are in containers clearly labelled from a store and content is clearly visible (No flavour packets). Soda Pop is not allowed during class.
- D. Energy drinks are **NOT ALLOWED** at **ALL** at school or in a student's possession. Energy
- E. drinks are those drinks that are advertised as high caffeine such as Monster, Red Bull, etc;
- F. and they may be thrown away if seen.
- G. A student fridge is available for all students to store food and drink in. These items can be retrieved by a staff member during social opportunities or at lunch.
- H. Breakfast and Lunch-All items ordered from school menus must be paid for in advance.
Breakfast is served from 8:20 - 8:45 - breakfast will be held and served for students on a late bus.
Lunch is served from 11:30 - 11:50 for junior high and 11:45 - 12:05 for high school
- I. Food orders from the school menu are taken daily during AM announcements.
- J. Students may order breakfast for the following school day and lunch for that day. If a
- K. student is absent and wants breakfast for the next school day, it is that student's
- L. responsibility to notify office staff prior to 9:00 a.m. on the day the breakfast order taken.
- M. A student's lunch must be picked up when he/she is called, or the student must notify the lunch duty person that he/she doesn't want the lunch.
- N. Students will be allowed to order out lunch Tuesday and Thursday by placing an order during breakfast or after Social Skills Training only if he/she is passing all classes with a "C" or better. This will be updated every week.
- O. Breakfast must be finished by the 1st whistle, or it must be put away. The only exception is a late bus.
- P. All deliveries for students must be handed to a staff member at the door. All deliveries must have prior approval by the Principal, Secretary, or Guidance Counselor.

MEDICATION

Students at Project Insight cannot have in their possession any medication, prescription or over the counter. Possession of medication may result in:

- a. In school suspension
- b. Out of school suspension
- c. Police Referral
- d. Loss of privileges
- e. Loss of points

Students who need to take medication during the day, prescribed or over the counter, must have forms filled out and signed by a physician on file. All medication will be kept in the office.

TRANSITIONAL PHASE

A goal of Project Insight is that students will eventually be transitioned back into the home school environment on either a partial or full time basis within a range of their “least restrictive alternative”. When the student and staff mutually determine that a changed placement is feasible, a meeting will be convened including: all professionals who have worked with the student, the parents, the student, and other individuals having knowledge of the student’s functioning. At this conference, the student’s goals and objectives, as specified in the I.E.P., will be evaluated, and recommendations for a partial or full-time transition back into the home school district program shall be written. This recommendation shall include the reasons for the suggested change and a description of the proposed program to be implemented. Appropriate monitoring and follow-up of the student’s proposed placement shall be made by participating staff.

CRITERIA FOR TRANSITION

We recommend the following criteria be met for at least **ONE** semester before a student will be considered eligible for placement in programs outside of Project Insight.

A. For transition to home school district, the student should:

- Maintain 95% attendance, unless medically excused.
- Be passing all classes.
- Complete homework assignments on a regular basis.
- Request such placement and receive parental permission.
- Obtain home-school permission and Project Insight recommendation.
- Meet additional requirements that reflect the expectations of the home-school district.

B. For transition to attend WACS class, the student should: (When available):

- Maintain 95% attendance.
- Be passing all classes with “C’s” or better.
- Obtain home-school permission and Project Insight recommendation.

SUSPENSION POLICY

Students may be suspended if their behavior poses a danger to other students, themselves, or the staff, or if their conduct is so disruptive over a period of time that classroom or building activities cannot continue. Behaviors leading to suspension will be documented and parents will be notified. A parental conference may be requested. If behavior warrants, a meeting will be convened to determine necessary revisions in the program, and/or to recommend changes, support services or other placement.

Behavior Consequences:

If/when behavior becomes a disruption to the educational environment The Principal reserves the right to, seclude if appropriate, suspend, remove students from school grounds, or arrest the student. This means

that if you have been given a warning and you choose not to change The Principal or Lead Teacher may ask you to leave school grounds which then means you may not be allowed to ride your bus home. Any staff member has the ability to recommend removal or suspension of a student, but the final decision will be made by the Principal based upon intent and circumstance.

Examples of disruptive behavior that may lead to suspension and/or possible police intervention:

- Continual harassment and verbal attacks on staff or students-inappropriate language, threats
- Continual disregard for adult directives to change behavior-non-compliance-not following what has been asked of you
- Wandering the school without permission
- Continual loud disruptions to the educational environment
- Physical aggression (Fighting)
- Sexual Harassing Comments
- Threats directed toward students and staff depending on intent and circumstance
- Destruction of property

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

GANG & GANG ACTIVITY

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia, or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass, or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

REMOTE/E-LEARNING

WCISEC will implement a remote/e-learning day(s) in the event school may be canceled due to an emergency All WCISEC students have an established and coop managed Google email account which they will use to access their teacher’s Google Classroom. For those students without internet connection, assignments will be provided during extended periods of remote/e-learning.

FINES, FEES, AND CHARGES: WAIVER OF STUDENT FEES

Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

GRADING POLICY

Students earn points for participation, work completion and accuracy of work in each class. Academic grades are assigned each semester as follows based on percentages:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

*** High school students earn a ½ credit per passing grade per semester

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion.

GRADUATION REQUIREMENTS

All Project Insight students will meet the graduation requirements listed here. In the case of students who transfer in during the school year and juniors and seniors whose graduation plan might be extended beyond the 8 semesters expected due to requirement changes, a formula will be used to adjust requirements.

Total number of credits=20

English	4 credits: Includes Speech and Writing
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Math	3 credits: 1 credit Algebra and 1 credit Geometry
Science	2 credits: 1 credit Biology and 1 credit Earth or Physical Science
Social Studies	2 credits: 1 credit US History and ½ credit Civics
Health	1/2 credit
Drivers Education	1/2 credit
Consumer Education	1/2 credit
Physical Education	4 credits
Vocational/Fine Arts	1 credit

STUDENT RECORDS

Parents of children who receive special education benefits have certain rights to student records:

- Right to inspect and review records.
- Right to obtain copies of records at no cost depending on ability to pay.
- Right to be informed of all types and location of records being collected, maintained or used by the agency.
- Right to ask for an explanation of any item in the records
- Right to ask for an amendment of any records on the grounds that it is found inaccurate or misleading or that it violated privacy rights.
- Right to a records hearing if the agency refuses to make the requested amendment.

Students still eligible to attend school:

A student's file containing identifying information, academic transcripts, attendance records, accident reports, health records, and any special education paperwork will be kept at Project Insight until the student is no longer age eligible to attend school (day before their 22nd birthday) or the student has graduated.

Once graduated, all records will be sent to the student's home district where they will remain in compliance with the law regarding student records.

STUDENT WORKERS

Students who wish to work during school hours may apply for a position if:

- He/she passed all of his/her classes the previous quarter or semester
- Maintained an attendance rate of 95% or higher the previous quarter or semester

Students who qualify will:

- Fill out an application
- Participate in an interview with the supervisor of the position applied for

Students who are offered a position will:

- Fill out the appropriate forms for payroll
- If under 16, parent/guardian will take the student to the ROE for a work permit
- Be given a list of responsibilities
- Receive an evaluation 3 times per quarter
- Be graded on attendance and work evaluations

Students may lose their job if:

- Their attendance falls below 95% (evaluated after each quarter)
- They fail a class (evaluated after each quarter)
- Interfere with classes when working
- They refuse to follow the supervisors instructions
- Disrespectful to staff and/or students when working

Grade is based on attendance (50%) and evaluations (50%). Evaluation form can be viewed by requesting a copy from Mrs. Winship.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance a possible of the school-sponsored function, program or meeting.

AGENCY and POLICE INTERVIEWS

New Horizons will ensure that before a law enforcement officer, school resource officer, or other school security person detains or questions a student suspected of a criminal activity that his/her parent/guardian has been notified and has the option to be present for questioning.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
3. Whether the teacher is teaching in a field of discipline of the teacher's certification;
4. Whether any instructional aides or paraprofessionals provide services to your students and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Mrs. Winship at (309)-837-5685.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

STAFF RESERVES THE RIGHT TO MEDIATE ANY INFRINGEMENTS, WHICH MAY NOT BE SPECIFICALLY STATED.