

PROJECT INSIGHT JR/SR ALTERNATIVE High School

2022-2023

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

Principal

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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 Project Insight 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.

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. West Central Illinois Special Education Coop's comprehensive policy manual is available for public inspection through the Coop's website at www.wcisec.org or the coop office at 130 S. Lafayette Street, Suite 201, Macomb, IL 61455.

Project Insight is a public day school that provides programming and services for students, 6th – 12th grades, with Emotional Disorders and Other Health Impairments.

The West Central Illinois Special Education Coop Executive Board has hired the following administrative staff to operate the school:

Mrs. Leyona Wiley, W.C.I.S.E.C. Director

Ms. Betsy Wujek, W.C.I.S.E.C. Assistant Director

Mrs. Stephanie Winship, W.C.I.S.E.C Principal of Project Insight

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 the 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 Project Insight, 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 extracurricular 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, and must share combination/extra key.

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. On those occasions when large groups of parents and friends are invited onto school property, visitors are required to sign in, and 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
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. A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

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.wcisec.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.

TRUANCY

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

Project Insight is a PBIS school. Positive Behavior Interventions and Supports (PBIS) is an evidence-based approach for supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through interventions ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. The focus is on fostering the desired behaviors through positive interventions

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

Respect, Responsible, and Readiness behaviors will be measured during all Educational and Social Opportunities. Other positive behavior can be awarded bonus points at staff discretion.

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 affect Readiness 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 the Principal, and if directed to wait a few minutes or until class is over, that is a win-win situation for both parties.
 - Ask permission for a 5 minute time out
 - If the above opportunities were unsuccessful, ask to go work in the Learning Center

BEHAVIOR REGULATION ROOM & RECOVERY

Room 1 has been designed as a “safe place” for students starting to feel anxious or in need of behavior regulation.

- Student directed or teacher directed 5 minute brain break- can be used for a cool down.
- During this time, there will be a discussion of appropriate calming techniques and strategies to use when returning to class.
- Room 1 is also used as a behavior regulation room.
- This is a teacher directed break once students earn 3 infractions or 1 Major infraction.

- Students are given wait time to regain their composure and regulate their emotions, and when they are ready, a discussion will take place as to what happened, what the triggers were, and what replacement behaviors can be used the next time this behavior occurs.

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)

	Choosing not to follow basic school rules	Minor	NFD (Not Following Directions)
	Unexcused absences (Truancy)	Minor	Truant
	Foul and inappropriate language, gestures, innuendos, pictures, or conversation about drugs, sex or violence	Minor	AL(Inappropriate Language)/NFD or both
	Interfering with other's affairs, distracting noises or complaining.	Minor	HAR (Harassment)
	Choosing to harass any individual by hiding or moving personal property.	Minor	HAR
	Inappropriate physical contact with students, staff, and/or objects within the building considering intent and circumstances. (Horseplay)	Minor	HAR/NFD or both
	Choosing to misuse/destroy school materials and student supplies.	Minor	DEST. (Destruction)/NFD or both
	Choosing to bring tobacco products, e-cigs, or lighters to school	Minor	Item will be confiscated and calls can be made to parent/guardian
	Public Displays of Affection - Hugging only	Minor	NFD
	Late for Class	Minor	NFD
	Out of Area - Will be noted on point card every 5 minutes a student is out of the classroom or designated areas without permission.	Minor	NFD/OA (Out of area)
	Hanging on the basketball rim/net	Minor	NFD

Examples of harassment, but not limited to:

	Tormenting others
	Intentional humiliating

	Making embarrassing statements
	Hurtful teasing
	Demeaning comments

Major Infractions
Automatic Room 1

	Inappropriate language directed at staff, authority figures, or peers	Major	LAO
	Yelling inappropriate language/ Verbal Aggression	Major	LAO
	Intentionally choosing to misuse or damage tools, equipment, materials, or facility itself.	Major, may be reported to police, repair, or replace	PA/ Destruction of school property
	Physical aggression: hitting, kicking, punching, throwing objects, grabbing, slamming doors, or intimidating (Posturing, getting in our face or standing over us)	Major, may be reported to police	PA
	Choosing to steal materials, equipment, or personal property from the program, staff, other students, neighbors, or businesses.	Major, may be reported to police	Theft
	Possession and/or use of alcohol or drugs at school	Major, may be reported to police	Possession
	Choosing to tamper with the fire alarm system, fire equipment, thermostats, security camera system, or intercom system.	Major	DEST
	Choosing to use tobacco, vape or e-cig products at or within sight of the school	Major	Smoking
	Choosing to be in possession of a dangerous weapon.	Major, reported to police	Weapons
	Public Display of Affection – include kissing, intentional or unintentional inappropriate contact	Major	PA
	Racial Slur or Discriminatory remark or Sexual Harassment directed toward students and/or staff	Major	LAO/Harassment
	Any behavior or actions deemed as threatening, intended to threaten, and/or cause harm to oneself, others, or property.	Major	Threat or PA, Rm 1, Suspension and/or Reported to Police
	Electronic Bullying or harassment via text msgs. or	Major	Harassment

	on-line during school hours		
	Walking off of school grounds	Major – May be reported to the police	Not Allowed to return for the day

MAJOR BEHAVIORAL INFRACTIONS

Any Major Infraction may also result in suspension

- A person may be required to visit Room 1 if he/she:
 - Earns three minor behavioral infractions during any educational or social opportunity.
 - Earns one major behavioral infraction during any educational or social opportunity.
- Intent and Circumstance
 - Each situation will be handled individually
 - Each staff member reserves the right to make a judgment call on how to give an infraction depending on the intention and circumstance of the situation.
 - Intent and Circumstance will be used to determine if a situation calls for a minor or major infraction.
- Transitioning from Room 1 to back to Class:
 - 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 Room 1.
 - The staff will know when a student is ready to transition to the classroom when they can:
 - Follow staff directions without arguing or being non-compliant
 - Use appropriate language towards staff and peers
 - Be in control of his/her body.
 - Complete an assignment
 - Complete a think sheet.
 - At that time, the staff in Room 1 will escort the student back to the classroom
- 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 substances.
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 member's 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 Project Insight 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.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying 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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and police referral. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

WCISEC Complaint Managers: Betsy Wujek, bwujek@wcisec.org and Tera Twitchell, ttwitchell@wcisec.org.

Awareness and Prevention of Child Sexual Abuse

WCISEC is obligated to increase awareness and knowledge of issues related to child sexual abuse and grooming. All WCISEC employees are trained yearly in identifying likely warning signs that a child may be a victim of sexual abuse, grooming behaviors, reporting child sexual abuse, and appropriate relationships.

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.

PE EXEMPTION

K – 8

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis. Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:²

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

High School

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:²

1. The time of year when the student's participation ceases; and
2. The student's class schedule.
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30

EXTRACURRICULAR ATHLETICS ACTIVITIES CODE OF CONDUCT

Rushville ED students who participate in sports at their home school are subject to the Extracurricular Athletic Activities Code of Conduct of their home school. A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity. Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct.

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 given a phone warning. Once you earn 3 warnings in a week, you are required to turn in your phone upon arrival for 1 day. The next time will be 3 days, and 5 days thereafter. 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.

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

The Director or designee shall notify students and their parent(s)/guardian(s) of each of the following in accordance with the Right to Privacy in the School Setting, 105 ILCS 75/.

1. School officials may not request or require a student or his or her parent(s)/guardian to provide a password or other related account information to gain access to the students' account or profile on a social networking website.
2. 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 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

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

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 labeled from a store and content is clearly visible. Soda Pop is not allowed during class.
- D. Energy drinks are **NOT ALLOWED** at ALL at school or in a student's possession. Energy drinks are those drinks that are advertised as high caffeine such as Monster, Red Bull, etc; and they may be thrown away if seen.
- E. 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.
- F. 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
- G. Food orders from the school menu are taken daily during AM announcements.
- H. Students may order breakfast for the following school day and lunch for that day. If a student is absent and wants breakfast for the next school day, it is that student's responsibility to notify office staff prior to 9:00 a.m. on the day the breakfast order is taken.
- I. 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.
- J. 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.
- K. Breakfast must be finished by the 1st whistle, or it must be put away. The only exception is a late bus.

- L. 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.

ALLERGIES AND ANAPHYLAXIS

School attendance may increase a student's risk of exposure to allergens that could trigger an allergic reaction. While it is not possible for the Cooperative to completely eliminate the risk of exposure to allergens when a student is at school, we encourage a cooperative effort among students' families, staff members, and students to help reduce the risk and provide accommodations and proper treatment, which may include an epi-pen. Please openly communicate any specific allergies to the program coordinator or building administrator.

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 safely 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.

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.

SEARCH AND SEIZURE

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Program Coordinator may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students.
2. In the presence of a Cooperative administrator or adult witness: and
3. By a certified employee or liaison police officer of the same sex as the student

Immediately following a search, a written report shall be made by the Cooperative authority who conducted the search and given to the Director. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion religious beliefs, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the home district's Principal or Athletic Director.

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

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=24

English	4 credits: Includes Speech and Writing
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 - includes- forensic speech (speech and debate).	1 credit

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.
2. The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.¹
3. The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.
4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
5. The right to a copy of any school student record proposed to be destroyed or deleted.
6. The right to prohibit the release of directory information.
7. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.²
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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 as possible of the school-sponsored function, program or meeting.

AGENCY and POLICE INTERVIEWS

Project Insight 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.