

# Student Handbook



**2022-2023**

**West Central Illinois Special Education  
Cooperative  
ED Program**

**@ Macomb Jr-Sr High School**

1525 South Johnson Street  
Macomb, Illinois 61455  
(309) 837-2331

**Student/Parent Handbook Acknowledgement and Pledge**

**Student Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

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 Macomb High School 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 Macomb High School and Cooperative rules, policies and procedures.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

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**WCISEC ED PROGRAM @ MACOMB JR-SR HIGH SCHOOL**

Tera Twitchell .....Assistant Principal  
 Chance Adams .....Teacher  
 April Smith..... Teacher

**West Central Illinois Special Education Cooperative  
 ED Program at Macomb Jr-Sr High School  
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](http://www.wcisec.org) or the coop office at 130 S. Lafayette Street, Suite 201, Macomb, IL 61455.

New Horizons is a public day school that provides programming and services for students, 6<sup>th</sup> – 12<sup>th</sup> 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. Tera Twitchell, W.C.I.S.E.C Program Coordinator/Assistant Principal

**WELCOME**

Welcome to Macomb Junior-Senior High School and the WCISEC ED Program at MJSHS. This Handbook is to be used in conjunction with the Macomb Jr-Sr High Handbooks. Students are expected to adhere to the Macomb Jr-Sr High School Student Handbook while enrolled in classes in the building. (Consideration will be given to each student’s behavior management plan.) Please take this handbook home and ask your parents to read it. In the front of this handbook you will find a sheet that needs to be signed by you and your parent indicating that you have received and read this handbook. The faculty and staff hope that you have a successful year while in Macomb.

**PROGRAM OVERVIEW**

WCISEC in conjunction with MJSHS provides programming for students with moderate social/emotional difficulties. We believe in using Positive Behavior Intervention System (PBIS) to teach, reinforce, and reward positive behaviors. The 3Rs, as we call them, are Respect, Responsibility, and Readiness. Our hope is that each student will learn these skills and be prepared for the future after school. The

program also provides students the opportunity for integration into regular education classes at MJSHS, as behavior warrants. The basic curriculum offers opportunities for:

1. Individualized and small group instruction
2. Group and Individual Social Work Services
3. Opportunities for Service Learning
4. Community Learning Experiences
5. Integration into classes within Macomb Junior-Senior High School

### **Admission**

Admission to the WCISEC ED program at MJSHS begins with an initial referral made by the home school, parent or other agency. A multidisciplinary conference will be held in which it will be determined if a student is eligible for special education services, followed by the development of an Individualized Education Program. During the development of the IEP, the appropriate setting in which the student will receive services will be determined.

Upon enrollment at the ED Program @ Macomb Junior/Senior High School, 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.

### **Transportation**

The home school district is responsible for transporting students to and from MJSHS. Students are expected to follow bus rules as outlined in the transporting district's bus discipline guidelines. It is possible for students who do not demonstrate appropriate bus behaviors, to have their bus privileges suspended. Students who leave school grounds at any time without proper permission may not be allowed to ride the district provided transportation home on that day.

1. Transportation is provided by your home district according the Macomb CUSD #185 School Calendar.
2. Out of town students must ride district transportation unless other arrangements have been made with home district and Macomb MODS.
3. If a student drives to school without permission they will be asked to leave and their absence will be unexcused.
4. If you are not riding your regular transportation and someone other than a parent or guardian is picking you up, Macomb MODS must be contacted by a parent.
5. It is possible for a student who does not demonstrate appropriate bus behaviors to receive a bus suspension. If a student is suspended from the bus, the parent may take the student to school.
6. If you do not arrive on the bus, the driver of the vehicle you arrived in must check in with the office.
7. If your behavior is a concern you will not be permitted to get on the bus. You will remain at school until transportation can be arranged.
8. If you are a bus student and you refuse to get on the bus, it is considered a walk out and consequences will be implemented according to the handbook.
9. Out of town junior high students who refuse to get on the bus will be reported to the local police as a runaway.
10. Students will only be permitted to ride their district bus and may not take another district bus.

### **HOURS**

Doors open at 7:30 AM and lock at 8:05 AM.

Dismissal starts at 3:00 PM with all students being out of the building by 3:05 PM.

### **TRANSPORTATION/BUSES**

Those students that are unable to follow district rules may earn a bus suspension. The bus guidelines are as follows:

1. Students should be ready and outside five minutes early. School buses are on tight schedules and cannot wait.
2. Stay out of the street and roads when waiting for your bus.
3. The bus will only pick up or drop off students only at their designated stop.
4. Always cross the road in front of the bus where the bus driver can see you. Walk 10 steps ahead of the bus and wait until the bus driver signals for you to cross.
5. Loud talking, shouting or fighting will not be tolerated on the bus.
6. Be absolutely quiet when the bus is approaching a railroad crossing.
7. If there is a bus emergency, stay calm, listen to the driver and follow the instructions.
8. Remain seated while the bus is in motion. Do not move around or change seats on the bus.
9. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
10. No eating or drinking is allowed on the bus.
11. Never tamper with the bus or any of its equipment. Riders who destroy property will pay for the damages.
12. Keep bags, coats and all other objects out of the aisles.
13. Do not litter. Help keep the bus clean, sanitary and orderly.
14. When you get off the bus move away quickly and stay clear of the rear wheels.
15. The driver/monitor is in full charge of the bus and students while in transit.
16. The bus driver/monitor is authorized to assign seats.

**Consequences** for inappropriate bus behavior may include one or more of the following:

1. Restricted lunch and/or breakfast
2. Loss of privileges
3. No advancement with the level system.
4. Loss of level
5. In-school suspension
6. Meeting with parents
7. Bus suspension
8. Police notification/involvement

### **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 used 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.

### **DRIVING POLICY**

Students and the parents of students who have earned their driving privileges must sign an agreement before they start driving to school. A copy of the agreement can be found on the Macomb Modular's webpage at [www.wcisec.org](http://www.wcisec.org) under programs.

- Maintained a 90% or higher attendance rate the previous quarter
- Passed all classes the previous quarter
- Advanced in the level system 90% of the time

- Receive permission from their home school district

***Each student who earns the privilege to drive must:***

- Provide a copy of his/her driver's license and insurance card to the office
- Turn car keys into the office when entering the building
- Arrive to school no later than 8:40 each morning
- Not transport any Macomb MODS or Macomb CUSD #185 student to or from school
- Sign the agreement outlining the expectations and consequences
- Have a parent sign the agreement

***Student will immediately lose their driving privileges if:***

- They are tardy 3 or more times within a semester
- Their attendance falls below 90% (After the 10<sup>th</sup> day in one semester)
- They have an F on their quarterly report card
- They transport another Macomb MODS student
- They fail to advance in the level system 90% of the time

***Students who lose their driving privileges must resume using transportation provided by the home school district.***

***Students who drive to school without permission will be sent home.***

See the Macomb High School Student Handbook for specific regulations regarding Vehicle Registration and Parking.

## **EMERGENCY SCHOOL CLOSING**

The WCISEC ED program at MJSHS follows the Macomb School District #185 school calendar. Each student is given a copy of this calendar. For school cancellation information listen to: WJEQ (102.7), WKAI/WLRB (100.1) or WIUM (91.3). Students attending the WCISEC ED Program at MJSHS will NOT be in attendance if: The Macomb School district is closed. In cases of weather cancellations, students will not attend their home school district.

## **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.

## **VISITORS**

All visitors are required to enter through the door on the south side of the building. Press the doorbell and listen for the click, and proceed immediately to the main office to receive permission to remain on school property. 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 Macomb MODS program 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.

Macomb MODS 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.

#### **EMERGENCY INFORMATION/PHONE NUMBER**

Please provide the school with emergency information, including a phone number where you may be reached if needed.

#### **REPORT CARDS**

Report cards are issued to students at the end of each nine-week quarter. Copies of student report cards are mailed to the parents and the home school district.

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.

The decision to promote a student to the next grade level is based on a successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance.

#### **CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS**

Students, who need credit recovery opportunities, may take advantage of any one of the following:

1. Independent Study Course
2. Work Experience in the Community

In order to be considered, the student must be making satisfactory progress in his/her classes at Macomb MODS. ***Students who would like to earn credit through Work Experience must contact their case manager or principal before beginning their job.***

#### **PARENT/TEACHER CONFERENCES**

We firmly believe that home-school cooperation and communication is vital in helping students be successful at school. Teachers are available to speak with parents both before and after school or during pre-arranged conferences. If you would like to speak with your child's teacher please phone the

main office and leave a message. The teacher will return your call at their earliest convenience. Parent/Teacher conference days are scheduled after the end of the first nine-weeks.

### **DRIVER EDUCATION**

Students are provided with the classroom portion of Driver Education at Macomb. There are fees associated with enrollment in this course. The home district provides all behind-the-wheel instruction. Due to the number of classroom instructional hours required by the state, a high rate of attendance is required. Most quarters, any absences over 2 days, could result in failure and removal from Driver Education. Students must also pass at least eight academic classes the previous two semesters and four academic classes the semester prior to enrolling in Driver Education. It is possible that repeated disciplinary referrals and suspensions can result in the delaying of Driver Education.

### **DAMAGED/LOST/STOLEN ITEMS**

The WCISEC, Macomb School District #185 and MJSHS shall not be responsible for theft, damage or loss of personal property while students, parents, and other guests are at MJSHS. CD's, CD players, gameboys, laser pointers, cell phones, electronic pagers, games, cards, toys or any other personal items should be left at home. There will be NO selling, trading, or giving away of such items at school or on the bus. Students who continue to violate this policy will lose their possessions.

### **INTERNET POLICY**

Prior to using the Internet, a student will receive a copy of the Authorization for Electronic Network Access from the Macomb School Board Policy #6:235 and a copy of the Authorization for Electronic Access from the WCISEC Board Policy #6:235, which includes forms that must be signed by both the student and the parent/guardian and then returned to the main office. The forms state that the student agrees to abide by the terms of the Authorization and will be held accountable for failure to do so.

### **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.

### **LOCKERS**

Students will be issued a locker within the program in which they may keep school supplies and other personal items. Students may bring a lock in which to secure their locker; however, staff will need to be given the combination or an additional key in order to gain access to the locker if necessary. Failure to do so can result in the lock being cut from the locker. Staff will not be responsible for lost or stolen items.

### **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities have the authority to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. 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. School authorities may search a student and/or the student's personal effects in the student's possession where there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student conduct rules.

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.

### **ATTENDANCE**

Regular school attendance is one of the most important habits that a student should develop. All students are expected to attend school regularly. Should a student be out of school for any reason, a parent or legal guardian should notify the teachers by 10:00am by calling 309-833-6266 or 309-833-6267. Please let the person who takes your message know the student's name and reason for the absence, so that the teacher gets the message. If the parent/guardian has not called by mid-morning, an attempt will be made to contact parents. In cases of court or probation appointments, the student needs to bring a note stating that the student was either in court or at a probation appointment in order to be excused.

### **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](http://www.wcisec.org) under classes. It is the student's responsibility to know when school is in session.

Administration may excuse students for up to **9 days per year** (includes single period absences). Please see the Macomb Jr-Sr High Student Handbook for specifics regarding the types of absences included in

the 9-day limit. It is always a good idea to bring a medical excuse anytime your student misses school for illness that requires doctor attention. For absences beyond the 9 days, a medical excuse from a doctor will be required for the missed school time to be considered excused. Once a student exceeds the 9 day limit, student absences will be reported to the home district and referrals will be made to the Regional Office of Education regarding truancy. For days when a student is considered truant, acceptance of make-up work will be at the discretion of the teacher.

Students who arrive at school late should enter the main building through the doors near the flagpole. Students must sign in prior to going to their classroom. Students who are leaving early must sign out in the main office prior to leaving.

### **BREAKFAST/LUNCH**

All students will be provided the opportunity to have breakfast and lunch while at school. Students who are eligible for free or reduced lunch must fill out the appropriate paperwork and submit it to the Macomb Lunch program, not the home district. Free and Reduced lunch forms will be provided to those who do not have them. Students who pay either the full price or the reduced amount are required to pay in advance for all breakfast or lunch. The WCISEC ED program at MJSHS will not be furnishing breakfast or lunch, it must be obtained through the school lunch program at MJSHS. There are specific requirements that the lunch program must follow. Ala carte items and snack items are not included in the free and reduced lunches. These items are at full price. By using parental access through the internet, parents see what their student has been eating for lunch and the cost of such items.

Students in grades 10-12 have off campus privileges during the lunch hour if they have earned the appropriate level and prior written parent approval is received. Ninth grade students are not allowed to leave school property during the lunch hour.

Breakfast is served from 7:30 - 8:05 AM. Breakfast will be held for late buses.

Junior High lunch is served from 11:04 - 11:39

High School lunch is served from 11:43 - 12:20

### **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.

### **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.

Students who are unexcused from school or removed from the classroom because of disciplinary reasons will not be permitted to make up missed work.

### **MEDICATION**

All medications must be kept in the Infirmary. The only exception to this rule is for students who use inhalers and epi-pens. Parents have the primary responsibility for the administration of medication to their children. We recognize that when parents cannot administer such medication to students during the day and/or it is medically necessary to meet the health needs of a student during normal school hours, school personnel will address such concerns. All medications, both prescription and over-the-counter, will be administered by the school nursing staff at MJSHS.

#### **Procedures for administering medication at school:**

1. A physician and parent/guardian must fill out, sign and return a Medication Approval Form before medication will be administered by school personnel. Medication Approval Form can be found on our website [www.wcisec.org](http://www.wcisec.org) under programs and Macomb Modularity. This policy applies to prescription as well as non-prescription/over-the-counter medication.
2. The parent/guardian is responsible for seeing that the medication is at school, in a container appropriately labeled by the pharmacy or physician. Non-prescription medication must be kept in the original container.

All medication must be kept in the Infirmary. Documentation will be kept of the date, time, dosage and signature of the person administering the medication.

#### **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.

#### **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.

Macomb MODS or the student's home district will refer all students 16 and under, to truancy, after 3 unexcused absences.

#### **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 Macomb CUSD #185 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

### **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.

### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Macomb Jr-Sr High ED staff will not physically force any student to remain in any of the buildings or on school grounds. Should a student leave grounds without the proper permission:

1. The student's parent/guardian will be notified that their student has left the grounds.
2. The student will not be permitted to ride the bus home.
3. The student will not be permitted to return to school that day.
4. The student will spend the next day in In-School Suspension

### **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 are expected to adhere to the dress code outlined in the Macomb Jr-Sr High School Handbook. Students are expected to dress appropriately while at school. Clothing that is disruptive to the educational process is prohibited. Students who wear such clothing will be asked to change. The following guidelines might be helpful:

1. Footwear must be worn.
2. Articles of apparel displaying indecent patches, writing, pictures, and obscene or suggestive slogans are prohibited.

3. Clothing with beer or cigarette logos is prohibited.
4. No see through clothing, bare-midriff tops, halter tops, underwear worn as outerwear, spandex or other skin tight clothing, beach apparel, gang related apparel or insignia.
5. Clothing may not expose undergarments. No spaghetti strap tops. (3 fingers is a good rule of thumb.) No muscle shirts.
6. No short-shorts or skirts. (If you can extend your arms straight down and touch skin, your shorts/skirt is too short.)
7. Hats may not be worn in the buildings.
8. Chains are prohibited, including wallet chains.

Any student violating the dress code will be warned and asked to change. Repeated violations may result in additional disciplinary action.

### **WEAPONS AND THREATS**

In accordance with Cooperative/Board policy #7:190, the possession, sale, or use of weapons or look-alikes is expressly prohibited. Also, all threats of violence will be considered as real. Any student found to be in violation of this policy will be disciplined accordingly. Police involvement will be used in cases where deemed appropriate.

Students who have knowledge of the presence of a weapon are strongly encouraged to notify school authorities. Similarly, a student who is aware of a student who has made threats, or threatening statements is strongly encouraged to notify authorities.

### **SEXUAL HARASSMENT**

It is a violation of State and Federal Law, for anyone to commit sexual harassment. No type of sexual harassment will be tolerated from students, faculty or staff. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, which is repeated or severe, unwanted, and interferes with a student's ability to do schoolwork. Sexual harassment is not limited to comments made to the opposite sex. Sexually harassing behaviors can include, but are not limited to: unwanted touching, gestures with hands or body, sexual rumors, verbal comments, pressure for sexual activity, sexually oriented name calling, obscene T-shirts or other items of clothing.

Anyone believing they have been sexually harassed is encouraged to seek informal resolution when appropriate. This includes speaking to the harasser, informing them that the behavior is unwanted. If the harassing behavior continues, or if the behavior is so severe that an informal resolution is not appropriate, students are directed to report the behavior immediately to school officials.

Individuals found guilty of committing sexual harassment will be disciplined in accordance with Cooperative/Board policy.

### **OUT-OF-SCHOOL SUSPENSIONS**

Students may be suspended if their behavior poses a danger to other students, themselves or staff, or if their conduct is so disruptive over a period of time that classroom activities cannot continue. Physical aggression will not be tolerated. In cases where possible, the parents will be contacted by phone of any out-of-school suspensions. When phone contact with the parent is not possible, students will be sent home with a copy of their suspension notice, and a copy will be mailed to the parent. Students are not allowed on school property during the time of their suspension. 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.

### **GRADUATION REQUIREMENTS**

All students will be required to meet the graduation requirements of the WCISEC ED Program at MHS. Currently students are required to accumulate 20 credits to be considered eligible for high school graduation. The student will receive his/her diploma from the home school district and will be eligible to participate in commencement ceremonies in the home school district.

WCISEC ED Program at MJSHS  
High School Graduation Requirements

<b>COURSE</b>	<b>REQUIRED # OF CREDITS</b>
English	4
Science	2
Math	3
US History	1
Social Studies	.5
Civics	.5
PE	3.5
Driver Ed	.25
Health	.5
Computer Application	.5
Consumer Ed	.5
Transitions	.5
Social Skills	<b>.50 (per semester enrolled)</b>
Fine Arts <small>-includes forensic speech (speech and debate)</small>	1
Electives	2
<b>TOTAL CREDITS REQUIRED:</b>	<b>20</b>

**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:<sup>2</sup>

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:<sup>2</sup>

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

### **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.

### **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.

#### **ELECTRONIC COMMUNICATION DEVICES/TABLETS**

Cell phones/camera phones/tablets /communication devices will be placed in a secure location during the school day. If a student is on the appropriate level, he/she may use these devices during lunch. Phone will be returned at the end of the school day. They must be TURNED OFF or on Silent during the regular school day unless the Building principal or his/her designee grants permission or the phone is needed in case of emergency. Putting the phone on vibrate is not acceptable. Cell phones/camera phones/tablets/communication devices may not be used in a manner that causes disruption to the educational environment or otherwise violates student conduct rules, this includes texting during school hours. Violations will result in school personnel confiscating the cell phones/camera phones/tablet/communication devices and such other penalty as provided in the handbook or policy manual. A parent will be required to pick up the phone and the device may be banned from school property if needed.

#### **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.

#### **AGGRESSIVE BEHAVIOR/BULLYING**

Aggressive behavior toward staff or other students is prohibited, as is bullying. Such behaviors will be reported to the parents and the home districts. Horseplay will be considered aggressive behavior. Students are not to touch other students under any circumstances. Students who repeatedly engage in these behaviors will be disciplined in accordance with Cooperative/Board policies (see Appendix I).

**BULLYING, INTIMIDATION & HARASSMENT** 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](mailto:bwujek@wcisec.org) and Tera Twitchell, [ttwitchell@wcisec.org](mailto: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 RESTRAINT**

Physical Restraint may be used if/when a student is in serious danger of hurting him/herself or others and as a last resort. Any use of these means will comply with the Illinois State Board of Education rules, Section 1.285. Contact Mrs. Twitchell if you would like more information about physical restraint.

### **AGENCY and POLICE INTERVIEWS**

The ED Program @ MJSH 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.

### **EXTRACURRICULAR ATHLETICS ACTIVITIES CODE OF CONDUCT**

ED Modular students who participate in sports at their home school are subject to the Athletic Rules and 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.

### **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.

### **ATTENDANCE AT SCHOOL DANCES**

ED Modular students who wish to attend dances at their home schools must be in good standing at the ED Modular. Students should inform Modular staff in advance so that arrangements can be made.

### **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 student 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. Tera Twitchell at (309) 333-7992

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

## **ENGLISH LANGUAGE LEARNERS**

Parents/Guardians of English Language Learners will be informed how they can (1) be involved in the education of their children, and (2) be an active participant in assisting their children to obtain English proficiency, achieve at a high level within a well-rounded education and meet challenging state academic standards expected of all students. For questions related to this program or to express input in the school's English Language Learner Program, contact Mrs. Twitchell at (309) 833-6201.

## **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.<sup>1</sup>
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.<sup>2</sup>
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.

### **POSITIVE BEHAVIOR INTERVENTION SYSTEM**

The WCISEC ED Program will be following a system of beliefs that reinforces positive behaviors. Our program focuses on the 3Rs: Respect, Responsibility, and Readiness. As a staff, we believe that these are necessary for success after students leave the school environment. Each day, students will be rewarded with tokens for showing these behaviors. At the end of the week, students can trade the tokens for items in the school store. In addition, we will be having monthly rewards, quarterly rewards, and semester rewards.

### **BEHAVIOR MANAGEMENT LEVEL/POINT SYSTEM**

Every student will be on a behavior management level/point system. There are four levels within the system with various privileges. The student must progress through the level system in order to earn the possibility of returning to their home school.

Daily point sheets will be filled out by a staff member. As the student earns consecutive days of successful behavior, he/she will gain more privileges. To gain these privileges, certain percentages must be maintained.

The various levels, and their requirements are as follows:

- Level I – Green – 10 consecutive days/ 2 weeks of 80% or greater to move to Level II
- Level II – Yellow – 20 consecutive days of 85%/ 4 weeks of greater to move to Level III
- Level III – Orange – 25 consecutive days/ 5 weeks of 90% or greater to move to Level IV
- Level IV – Pink – 30 consecutive days/ 6 weeks of 95% or greater for the possibility of return to home school

Levels are figured on Fridays, when there have been at least 5 days of data to average.

Each student will take a mainstreaming point sheet to all classes in the general curriculum in order to receive feedback from those classes. The points from this sheet will then be transferred to the daily point sheet. If the student does not return the mainstream point sheet, he/she will not receive any points for the mainstream class.

The main purpose of the point sheets is to track progress towards IEP behavioral goals and to gather data for the staff to use.

Students are also responsible for following all of the rules, regulations, and policies from WCISEC, MJSHS, and their home school when appropriate.

## Level I - Just Starting Out



**You will need 2 consecutive weeks  
of 80% or better to move to Level II.**

### **Duties: 3 Rs**

- **Respect** –
  - Discussion of appropriate issues during class
  - Using appropriate tone of voice
  - Using appropriate language
  - Follow directives
- **Responsibility** –
  - On task
  - Follow rules
  - Attend class
- **Readiness** –
  - Bring needed materials to class

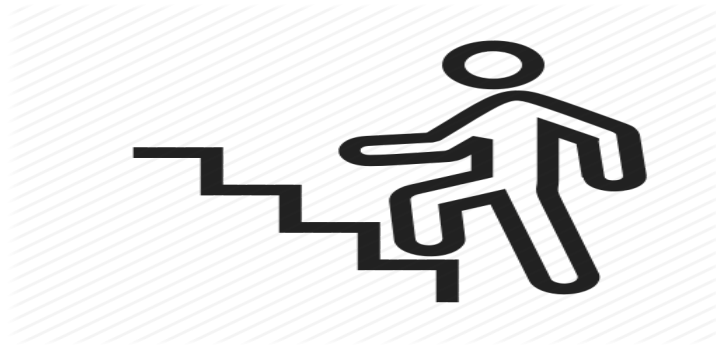
### **Privileges:**

- Use of board games/ puzzles with staff approval
- Use of coloring sheets with staff approval
- Ability to read at leisure when staff allows

### **Rules:**

- Must be escorted anywhere on campus.
- Must eat lunch in the classroom.
- No use of electronic devices except for school purposes with teacher approval
- May not purchase items from the Snack Shack at lunch.

## Level II - The Next Step



You will need 4 consecutive weeks of 85% or better to move to Level III.

**Duties: 3 Rs**

- **Respect** –
  - Discussion of appropriate issues during class
  - Used appropriate tone of voice
  - Used appropriate language
  - Follow directives
- **Responsibility** –
  - On task
  - Follow rules
  - Attend class
- **Readiness** –
  - Bring needed materials to class

**Privileges:**

- All Level I Privileges
- Bottled Water at Desk (with closed top)
- Choose where you sit to eat lunch in commons area
- May purchase items from the Snack Shack during lunch
- HS: May go to circle drive/ Recreation Site during lunch
- Electronic device at lunch with staff approval

**Level III - On The Right Track**



**You will need 5 consecutive weeks  
of 90% or better to move to Level IV.**

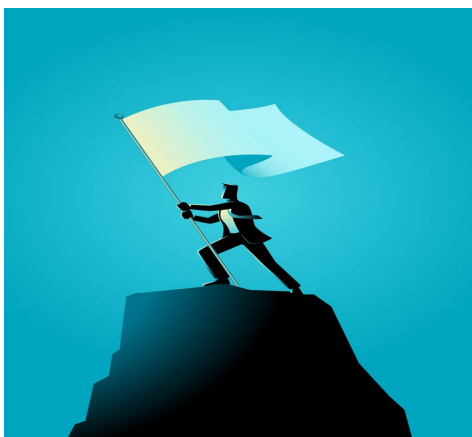
**Duties: 3 Rs**

- **Respect** –
  - Discussion of appropriate issues during class
  - Used appropriate tone of voice
  - Used appropriate language
  - Follow directives
- **Responsibility** –
  - On task
  - Follow rules
  - Attend class
- **Readiness** –
  - Bring needed materials to class

**Privileges:**

- All Level I Privileges
- All Level II Privileges
- High School (grades 10 – 12): Off campus lunch with written parent permission
- Use of computers when all classwork is done with teacher approval
- May have beverage with lid at desk

**Level IV - At The Top**



**You will need 6 consecutive weeks of 95% or better to be considered for dismissal from the program.**

**Duties: 3 Rs**

- **Respect** –
  - Discussion of appropriate issues during class
  - Used appropriate tone of voice
  - Used appropriate language
  - Follow directives
- **Responsibility** –
  - On task
  - Follow rules
  - Attend class
- **Readiness** –
  - Bring needed materials to class

**Privileges:**

- All Level I Privileges
- All Level II Privileges
- All Level III Privileges
- May bring items from the Snack Shack back to classroom
- Option to graduate from the level system and no longer use a point sheet after reaching Level 4-6
- Option to return to Home School if student desires
- May discontinue mainstream points sheets after reaching Level 4-6
- May go to classroom store on Fridays