

# *PROJECT CHALLENGE*

*A SOUTHWEST COOK COUNTY  
COOPERATIVE ASSOCIATION  
FOR SPECIAL EDUCATION PROGRAM*

*6020 West 151<sup>st</sup> Street  
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Dear Student:

Welcome to Project Challenge. We appreciate the opportunity to work with you. With high school graduation being the ultimate goal, we will provide you with the courses you need to meet your district graduation requirements. We will also guide you in planning post secondary goals, such as continued education, vocational training or employment. We encourage you to prepare yourself for the adult world.

You are a member of an educational team that includes your district representative, your parents and the Project Challenge staff. Your team will decide which courses and services will best help you receive your high school diploma. Everyone on your team has an important role to play in helping you be successful, as no one can do it alone.

Every school has rules and regulations. Project Challenge is no different. Each student in Project Challenge is expected to comply with these rules and regulations. Above all, it is expected that you will come to school on time each day, and complete your classroom assignments.

We look forward to working with you in achieving your academic goals.

Sincerely,

Judith A. Boyens, Principal

***PROJECT CHALLENGE***  
**A SOUTHWEST COOK COUNTY COOPERATIVE PROGRAM**

Project Challenge gives students the resources to explore educational and employment opportunities. Project Challenge allows students to make life-long connections with adult facilitators, peers, and the local community.

**HISTORY:** Project Challenge was developed by the Southwest Cook County Cooperative Association for Special Education to offer additional educational opportunities to special education students who were not experiencing success in the traditional high school setting and routine.

**PHILOSOPHY:** Project Challenge's alternative setting allows students to develop skills and strategies to transition to the "adult world." Emphasis is placed on students taking responsibility for their learning and career plans. Students develop self-advocacy and personal characteristics that will allow them to succeed in the future.

**TARGET POPULATION:** Project Challenge accepts high school students with disabilities who are at risk of dropping out of high school. To be considered for Project Challenge, students must be intrinsically motivated to complete high school graduation requirements and be employed.

**PROGRAM COMPONENTS:** Students' coursework is individualized to meet the needs of their home high school's graduations requirements. Students, on occasion, will also complete group projects and work as a team.

**Academics:** Students will attend at their scheduled time to complete their assigned coursework.

**Social Work:** Students will participate in weekly group sessions. Students may also schedule or be given individual time with the social worker.

**Occupations:** Students will participate in an Occupations/Career Awareness class. To earn credit for this class, certain conditions apply via contract. Each student must be employed in the community at least 15 hours per week. The student will earn credit for the Work Study Program with proof of employment provided every two weeks by the student. A work evaluation will also be completed by the employer.

**Technology:** Students will use technology as an integral part of their studies at Project Challenge. They will be encouraged to continue to use these technologies to help manage their lives outside of the school environment.

Students will conduct themselves in an adult-like manner. A behavior contract is signed at the beginning of each school year. Non-compliance to program rules and regulations may result in the student's removal from the program.

Each student will work at his/her own pace. Students will be provided with information regarding curriculum available to fulfill their graduation requirements.

## ***PROJECT CHALLENGE***

### **ATTENDANCE POLICY**

**Attendance and punctuality are two vital work-related skills. Current policy does not emphasize the importance of these skills. Due to the fact that the students in this program attend school only three hours a day in order to maintain employment, it becomes imperative that attendance and punctuality be**

**an integral component of this program. In order to place more emphasis on these two skills, they will be integrated into the grading system.**

**Policy states the excessive absences (10 per semester) will result in an individual IEP meeting with student, parent and the high school district representative. At this meeting, discussion of continuation in Project Challenge will be addressed.**

**As previously stated, attendance is a vital work-related skill. On the job, absences and tardiness are not tolerated and depending on the place of employment and their policies, excessive absences and tardiness can/will result in the loss of employment. To integrate this concept into the Project Challenge program, all absences after 12 days, the student will not receive credit for the assignments missed.**

**The current hours for the two session of this program are as follows:**

Morning Session: 8:15am – 11:15am

Afternoon Session: 12:00 pm – 3:00pm

**Tardy:**

Students will be considered tardy if he/she is not in attendance by the following designated times:

Morning Session: 8:15am

Afternoon Session: 12:00 pm

***PROJECT CHALLENGE***  
**BEHAVIOR GUIDELINES CONTRACT**

1. Each student must be on time for his/her session. Tardies may result in an IEP meeting to discuss continued placement at Project Challenge.
2. Absences need to be reported prior to the start of his/her session. All assignments missed that day may be made up with credit.

3. All class assignments are to be completed daily. A zero grade will be entered for each missed class assignment.
4. Smoking is prohibited in the building and on school grounds.
5. Using or possessing an electronic paging device, using a cellular telephone, video recording device, person digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited. Electronic devices must be powered off and out of sight during the regular school day.
6. Gang identifiers, vocabulary, and/or gestures are prohibited.
7. Clothing and any other accessories (considered inappropriate by Project Challenge staff) depicting drug usage, alcohol, or foul language are prohibited.
8. All facial piercing jewelry must be removed before entering the building.
9. No hats, bandanas, or head apparel will be allowed while a student is within Project Challenge's premises.
10. Each student will participate in group activities (including academic, vocational, or counseling).
11. Each student will conduct him/herself in an appropriate manner.
12. Each student is expected to participate in Student/Parents/Teacher Conferences.
13. Each student is expected to attend all field trips and scheduled community-based activities.
14. Students must enter and leave the building at the Project Challenge entrance.
15. Students must remain in the Project Challenge room while in the building. They CANNOT go to other parts of the building unless accompanied by a Project Challenge staff member.
16. Students may not have any interactions on school property with Braun Educational Center students or staff.

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Student Signature

Date

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Parent Signature

Date

## ***PROJECT CHALLENGE***

### **Work Study Program Contract**

1. Each student must be employed at least fifteen (15) hours per week.
2. Each student must turn in proof of employment two times per month, as designated by the staff of Project Challenge.

3. Each employed student must turn in a copy of their schedule every week if early dismissal is needed, otherwise a copy of the work schedule must be turned in every other week. Student is also expected to turn in the name of a contact person at their place of employment.
4. The student must be employed for 75% of the number of school attendance for each grading period.
5. The student is expected to work for the same employer for the entire semester.
6. The student must communicate any information or changes (problems, new work site, lay-offs, awards, firings, etc.) concerning his/her employment to the staff of Project Challenge as soon as possible.
7. Prior to making a decision regarding employment changes, the student must first discuss the plans with the Project Challenge staff. A letter of resignation must be submitted with a two-week notice to employer.
8. If the student's employment is terminated for job performance, the student will receive a failing grade for the grading period for the Work Study Program.
9. The student is expected to pass the Occupations/Careers class in order to receive credit for the Work Study component.
10. The work experience evaluation form will be used as a component of the work study grade.

_____	_____	_____	_____	
<b>Signature</b>	<b>Date</b>	<b>Staff Signature</b>	<b>Date</b>	<b>Student</b>

## ***PROJECT CHALLENGE***

### **CLASSROOM PROCEDURES**

#### **BEGINNING THE CLASS**

- Students must be on time for class each day.
- Sign in at the front desk.
- Class sessions start at 8:15 AM (Morning) or 12:00 PM (Afternoon).
- Get portfolio and begin to work on assignments for the day.

#### **CLASSROOM MANAGEMENT**

- Students will respect the staff as well as other students.
- Students will seek help from the staff at any time when needed.
- Students will be able to work with others on assignments with permission.
- Students will listen respectfully to others.
- Students are free to move around the classroom to get books, supplies, etc. without disturbing others.
- There will be no working on classroom assignments during social group activities.
- No eating within the classroom is allowed while completing assignments and/or activities. Drinking of acceptable beverages will be allowed at the discretion of the staff.
- Students are allowed to listen to headphones as long as the music does not disturb or interfere with the progress of others.
- The wearing of hats, bandanas, or other head wear will not be allowed at any time within the classroom.
- The usage of cellular telephones, pagers, or beepers will not be allowed at any time within the classroom.

### **PAPERWORK**

- Turn in all completed classroom assignments to receive credit.
- All work must be completed on the day assigned.

### **WORK STUDY**

- Students will work at least 15 hours per week.
- Students will work the entire semester with the same employer.
- Students will submit proof of employment (copy of pay stub) every two weeks.
- Students will keep staff updated on employment status.
- Employers will be asked to complete regularly scheduled student worker evaluation forms to indicate progress or lack of progress on the job site.

### **FIELD TRIPS**

- Students will be required to attend all assigned field trips/community-based experiences. Adequate notice will be given to inform parents and employers of upcoming activities.
- Students will self-monitor behavior while in the community.
- Students will complete all assignments in connection to community experiences.

## **STUDENT EXPECTATIONS**

### **RESPECT YOURSELF**

- Use appropriate language
- Be honest
- Ignore negative comments

- Take responsibility for your own actions
- Take Pride in yourself and your work

### **RESPECT OTHERS**

- Respect others' personal space
- Listen and wait your turn
- Call people by their proper names
- Use appropriate language
- Use verbal and physical self control
- Be honest

### **RESPECT LEARNING**

- Attend school daily
- Be on time
- Be prepared to learn
- Participate in class
- Cooperate with others
- Follow directions
- Put forth your best effort
- Listen to what is being said
- Request assistance appropriately

### **DO THE RIGHT THING**

- Comply promptly
- Compromise when necessary
- Follow all directions and rules
- Be honest
- Demonstrate teamwork, cooperation and participation
- Use equipment/materials properly.

### **GRADING SYSTEM**

Each Project Challenge student will be required to complete all classroom assignments and/or activities in his/her daily portfolio. The following point system will be used to grade each assignment.

DAILY CLASSROOM ASSIGNMENTS/ACTIVITIES	25 POINTS
SUBJECT AREA QUIZZES	25 POINTS
SUBJECT AREA END OF CHAPTER TESTS	50 POINTS

At the end of the grading period, grades are determined by using the following percentages of total grade points:

90 - 100%	A
80 - 89%	B
70 - 79%	C
65 - 69%	D
Below 65%	F

**PROJECT CHALLENGE**  
**Parent/Guardian & Student Calendar**  
**2011-12**

August	15	FIRST DAY for student
September	5	No school - Labor Day Holiday
	16	1 <sup>st</sup> Quarter's Progress Report
October	23	Noon dismissal for students - School Improvement Day
	7	No school for students - Institute Day
	10	No school - Columbus Day
	21	Noon dismissal for students - School Improvement Day
November	21	End of 1 <sup>st</sup> Quarter
	10	Parent/Teacher Conference Day • 12:30-6:30 PM (No School for students)
	11	No school - Veterans Day
	22	2 <sup>nd</sup> Quarter's Progress Report
December	23-25	No school - Thanksgiving Holiday
	21	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
	22	Winter Break Begins
January (2012)	5	Classes Resume
	16	No school - Martin Luther King's Birthday Observed
	23	No school for students - Institute Day
February	8	3 <sup>rd</sup> quarter's Progress Report
	9	Parent/Teacher Conference Day • 12:30-6:30 PM (No school for students)
	10	No school - Lincoln's Birthday
March	17	Noon dismissal for students - School Improvement Day
	5	No school - Casimir Pulaski Day
	16	End of the 3 <sup>rd</sup> Quarter/2 <sup>nd</sup> Semester
	23	Noon dismissal for students - School Improvement Day
April	26	Spring Break begins
	2	Classes Resume
	6	No school
	9	No school
	20	4 <sup>th</sup> Quarter's Progress Report
May	24	Noon dismissal for students - In-service Half Day
	25	Noon dismissal for students - School Improvement Day
	18	Graduation Ceremony for graduating seniors and eighth graders
	25	Last Day of School - End of the 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
June	28	Memorial Day
	29-31	Emergency Day
	1-4	Emergency Day

**Project Challenge**

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