

North Cook Young Adult Academy

The North Cook Young Adult Academy network serves students from grades 6 through 12 who are eligible for suspension or expulsion, or who have been suspended or expelled, due to gross misconduct. The desired outcomes for students participating in the Program are:

- to transition back to the regular school environment, acquire a high school diploma or GED (when appropriate to the individual student as determined as part of the planning process), or transition to further education, training, or employment,
- to decrease drug use, violent acts, and/or behaviors associated with suspension and expulsion,
- to decrease student suspensions and/or expulsions,
- to equip students with skills for successful group interaction, communication, problem solving, conflict resolution, decision-making, increase of self-worth, and acceptance of responsibility, and/or
- to acquire the education and skills necessary to secure good jobs and become productive members of society in an increasingly competitive economic environment.

ADMISSION AND PLACEMENT OF STUDENTS

North Cook Intermediate Service Center and its member Districts do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, or unfavorable discharge from military service.

North Cook Young Adult Academy is offered to students by the local school district or local Board of Education as an optional educational opportunity for students who are expelled, suspended, or at risk of failure or dropout.

North Cook Young Adult Academy will ensure placement consideration for every student who requests admission to the program if the student cooperates with the referral and assessment process. Students must be found eligible for services according to the criteria or guidelines outlined

in the following section. Every effort will be made to admit eligible students to a program within 45 days of the date of referral.

Eligibility Criteria

Students enrolled in grades 6 through 12 during the current school year, and meeting one or more of the following criteria may be eligible for services through the North Cook Young Adult Academy Program:

- suspended at least twice for “gross misconduct”.
- arrested by the police or remanded to juvenile or criminal courts for acts related to school activities.
- eligible for disciplinary reassignment pursuant to violation of school district “zero tolerance” policies.
- involved in “gross misconduct” that can be demonstrated as serious, repetitive, and/or cumulative.
- youth returning from juvenile corrections facilities.
- expelled or have pending expulsion hearings.

“Gross misconduct” is defined as:

- use of or possession with intent to use weapons or guns.
- sale and/or possession of illegal substances.
- physical assault of a staff member.
- chronic fighting, assault or physical violence.
- arson.
- theft or destruction of property of the school, staff, or other students.
- sexual harassment, harassment and/or hazing.
- gang-related activity.
- insubordination posing imminent danger to the health, safety, and welfare of students and staff.
- repeated and willful behavior of;
 - flagrant or persistent disrespect, verbal assault and/or verbal threats, and/or deliberate attempts to intimidate faculty, staff, sponsors, or students.
 - flagrant or persistent disregard for the rules and regulations of the home school.

Enrollment Procedures

Students are referred for participation in North Cook Young Adult Academy through their local school district. Upon referral, the student will immediately be scheduled for a comprehensive intake and assessment procedure. Following the intake and assessment, the North

Cook Young Adult Academy staff will convene a conference with the student, parents, the home school district administration, and other designated staff to discuss the assessment results, present a profile of the student's identified needs, and to develop a comprehensive plan for matching student needs to available resources. A comprehensive plan is then written in the form of an IOEP (Individualized Optional Educational Plan) which is presented as a contract for services among the student, parents, school district, and the North Cook Young Adult Academy program staff.

Assessment Procedures

Following a referral for services, the referred student will receive a comprehensive evaluation. The evaluation includes a comprehensive assessment of a student's learning style, strengths and weaknesses across the seven multiple intelligence areas, an assessment of personality and individual temperament, vocational interest and aptitude assessments, and general educational achievement testing. The assessment will be used as a basis for developing the student's Individualized Optional Educational Plan.

North Cook Intermediate Service Center will ensure that all assessment procedures are nondiscriminatory.

The Individualized Optional Educational Plan

Participants in the IOEP meeting will include, but need not be limited to, the student, the parent(s), representatives of the personnel who conducted the evaluation, a representative from the sending school district, and representative(s) of North Cook Young Adult Academy approved instructional site(s). Parents must be invited to participate in the IOEP meeting.

Parents have the right to request other representation at the meeting. Requests to bring other individuals to the conference must be received by North Cook Young Adult Academy at least twenty-four hours prior to the conference. Any costs associated with the participation of these individuals are the sole responsibility of the parent.

The Individualized Optional Educational Plan is designed to address the unique learning needs of each student. The IOEP will also be used to

determine when a student successfully completes the North Cook Young Adult Academy program. The IOEP will include:

- specific academic and behavioral targets.
- a method of assessing student progress.
- a timeframe for reviewing the IOEP with the student and parent.
- for disabled students, a plan for fully incorporating the student's IEP.
- the duration of the plan, including a date after which the student may be returned to the regular educational program in the public schools of the transferring district.
- a post discharge plan, including where the student is expected to go and the steps necessary to effect a smooth and effective transition.

In establishing a date for the student to be considered for a return to the regular public school program, consideration will be given to the period of time the student would have been expelled from the public school for that student's particular offense. While this period of expulsion is an important consideration for setting a potential return date, the IOEP must be formally reviewed and the student's eligibility for transferring from the North Cook Young Adult Academy program to the sending district must be formally considered before such a transfer is actually made.

If the parent or guardian of a student who is scheduled to be returned to the regular education program of the public schools objects to the return and files the objection in writing with the Site Director of the North Cook Young Adult Academy program, the matter shall be referred by the Site Director to the NCISC Executive Director for a hearing. Notice of the hearing shall be given by the Executive Director to the student's parent or guardian. After the hearing, the Executive Director may take such action as s/he finds appropriate and in the best interests of the student. The determination of the Executive Director shall be final.

Services to Students With Disabilities

Final approval of a placement recommendation for a disabled student is the responsibility of the home school district. If the North Cook Young Adult Academy program is recommended through an Individualized Education Program team meeting, the local district, as the placing agent, is solely responsible for ensuring that all necessary special education services are provided within the North Cook Young Adult Academy program. A North Cook Young Adult Academy program is recommended

for a disabled student only when that program can appropriately meet the student's educational and related service needs.

The Individualized Education Program of a student with disabilities remains in effect, and takes precedence, over the IOEP while the student is in the North Cook Young Adult Academy program.

GRADES

A student's academic achievement will be reported by means of a letter grade at the end of each quarter. Final grades will be calculated using the criteria specified by the academic coach at the end of each semester. The following grades can be issued by academic coaches:

A	excellent
B	above average
C	average
D	below average
F1	failure due to poor attendance
F2	failure due to poor academic performance
F3	failure for reasons other than attendance or academic performance
I	incomplete
W	withdrawn
P	"Pass" in a pass/fail course
IN	"In Progress" - recent enrollment
AU	"Audit" - not for credit

A grade of "I" must be completed by the end of the subsequent full school semester. Incompletes which are not made up by the end of the next full school semester will be changed to an "F2".

Transfer Grades from the Sending School

This provision applies to students who transfer from a sending school district to a North Cook Young Adult Academy program after the beginning of a school semester.

When students transfer to a North Cook Young Adult Academy Program, receiving academic coaches will consider the grades the student was earning in his/her previous school, as well as the amount of time the

student was in the previous school from the beginning of the semester, in computing the final semester grade. The consideration of previous versus current grades will be proportionate to the number of days the student was enrolled in each school.

At the time of the transfer, it is the responsibility of North Cook Young Adult Academy to request “grades to date” for each course, and it is the responsibility of the sending school to furnish this information in a timely manner.

Reporting of Grades

Within ten school days of the end of the grading period, grades will be mailed to parents and to the Registrar of the home school district.

TRANSPORTATION

Responsibility for the Provision of Transportation

Unless otherwise specified in the Individualized Optional Education Plan, the sending school district will provide transportation services for the student. Transportation arrangements not approved by North Cook Young Adult Academy are prohibited. Transportation will be provided to and from school, and will be provided at no cost to the family.

When a student will not be in school on a regularly scheduled school day due to illness, or for any other reason, the parent/guardian must call the school at least 90 minutes before the regularly scheduled pickup time to cancel transportation services for that day. If the parent/guardian does not make the required telephone call, the transportation company will bill the school for the trip even if the student does not go to school. If this happens, the student/parent/guardian will be responsible for the transportation charge for that day. If the student/parent/guardian does not pay the charge, transportation services will be suspended until the charge is paid. If transportation is suspended, the student/parent/guardian must:

- arrange for a school approved way for the student to get to and from school: the student may not drive to school.
- participate in a parent conference to discuss the resumption of transportation.

PARENT PARTICIPATION

Except as otherwise provided, as used throughout the North Cook Young Adult Academy Policy Manual, “parent” means:

- a person who is the natural or adoptive parent of the student (including non-custodial parents);
- a guardian of the student; or
- an individual acting in the place of the parent (such as a grandparent or stepparent with whom the student resides, or a person who is legally responsible for the child’s welfare).

All parental rights become the exclusive rights of the student once the student turns 18 years of age or is otherwise legally emancipated.

North Cook Young Adult Academy believes students are served best when there is a strong partnership established among the parent(s), student, and the Program. For this reason, it is the practice of North Cook Young Adult Academy to secure both parent and student signatures on all permission slips, regardless of age. The Academy understands, however, that it cannot require parent signatures for those students 18 years of age or over.

Parent Involvement

Students can best be served when the school works in cooperation with the parents. It is the policy of the North Cook Young Adult Academy program to actively involve parents in the educational process. This involvement will include, but need not be limited to:

- informing the parents of the referral process, and their opportunity to work with the North Cook Young Adult Academy Program.
- making parents knowledgeable of the assessment procedures and how the results will benefit their child.
- their active participation in the IOEP development process.
- regular communication (verbal and written) between home and school regarding the progress of the student, both academically and behaviorally.
- active participation in discharge planning for the student.

Parents have an integral role in their student’s educational experience. Parental involvement is viewed as critical in the partnership between

home, community and school. Parents are encouraged to attend the regularly scheduled parent meetings, aimed at providing them with support and information regarding their student's progress. Parent meetings are designed to provide parents with opportunities to meet with trained professionals, as well as have the chance to share the experiences of other parents dealing with the same stresses and dilemmas.

In addition to regular parent meetings, the Life Skills Coach, as well as the entire staff, is available to provide parents with individualized support. Staff can assist parents by answering questions they may have about their student's overall performance in the program, and with securing resources in the school and the community.

North Cook Young Adult Academy will make every reasonable proactive effort to secure and maintain positive parental participation in their son/daughter's educational program. Documentation of these efforts will be maintained with the students temporary records.

It is the policy of North Cook Young Adult Academy to, whenever feasible, actively involve parents in all important educational decisions before the decisions are made. In the case of behaviors which present a clear and present danger, the school will make reasonable efforts to contact the parents, but may remove the student from the program without parental participation when, in the opinion of program administration, the student is a danger to the health and welfare of others.

It is recognized that the school may not always be able to contact parents prior to the need to take disciplinary or other action in order to ensure a safe, orderly school environment. If parents cannot be contacted prior to or immediately following a necessary action, every effort will be made to contact parents throughout the day, using all available contact numbers on file at the school. It is the responsibility of the parent to keep the school informed of changes in home, work, or emergency telephone numbers.

The North Cook Young Adult Academy program will abide by the decision made by some parents not to participate in their son's or daughter's education. The program will abide by that decision as long as, in the opinion of the school administration, parental non participation does not significantly impede the ability of the school to enable the

student to make educational and/or social gains. When a lack of parental involvement impedes the student's ability to progress, the student may be discharged from the program and referred back to the sending school district for disposition.

Informed Consent

Parents will be given a written copy of the policies and procedures of the North Cook Young Adult Academy program prior to the admission of their student. Parents will be given the opportunity to ask questions to clearly understand policies and procedures of the program. Parents will be asked to sign a document indicating that they have been given the policies and procedures, and they understand the consequences of their student's inability or unwillingness to abide by these policies and procedures.

CURRICULUM

All instructional materials used in any of the North Cook Young Adult Academy programs must be pre-approved before the materials are used in the curriculum. Instructional materials are considered to be pre-approved if they are either an approved part of the curriculum of the public school district which operates the program or the material is pre-approved by the local administrator at the program site.

For purposes of this policy, the term "instructional materials" includes, but is not limited to, books, workbooks, magazines, newspapers and periodicals, maps and posters, audio and video tapes, computer software, internet sites, CDs, and laser disks.

Videotaped materials rated either "G" or "PG-13" need not be pre-approved for use. Videotaped materials rated "R" may be used if they are pre-approved by the site administrator and parents sign a waiver granting permission for their student to view that particular videotape. The parental waiver will include the reason for the "R" rating. Students whose parents object to their student seeing the videotape will not be penalized in any way for their lack of participation in the activity, and must be given an alternative activity from which the student can derive educational benefit.

Field Trips

It is recognized that field trips can be an important supplement to the school curriculum. From time to time, field trips will be scheduled to augment the learning process.

Charges may be levied for participation in field trips. Parental permission must be secured for all field trip activities. The parental notification will include notification of the parental right to object to a student participating in the field trip activity. Students whose parents object to the participation in the field trip will not be penalized in any way for their lack of participation, and must be given an alternative activity from which the student can derive educational benefit.

No student will be denied access to a field trip activity due to an inability to pay the costs of that trip. Students who can validate financial need through their eligibility in the federal free or reduced lunch program will have their field trip costs paid by the program.

STUDENT ATTENDANCE

Students are expected to be in school, on time, for every scheduled school day. Students are expected to remain in the program for the entirety of the scheduled day.

Parental excuses for tardiness or absences for reasons other than legitimate illness or bereavement are strongly discouraged. Parents must contact the North Cook Young Adult Academy program where the student is enrolled every day the parent wishes to excuse a student for absence or tardiness. Parents are given the name of the person who should be contacted at the time of enrollment. Absences due to illness or injury which exceed three school days in duration will require a note from a licensed health care professional in order for the absence to be excused.

Students who develop an attendance pattern which has a negative impact on their school performance may have their class schedule adjusted, and may lose the ability to earn some or all of their academic credit for the semester. Any schedule changes are always preceded by a conference which the parents and student are invited to attend. During the conference, the following factors will be taken into consideration before schedule changes are made:

- has the student's attendance pattern improved compared to their last school placement?
- is the student doing quality work when s/he is in school?
- is the student cooperative with the program when s/he is in attendance?
- is the parent "working with" the program, and is the parent providing valid reasons for the absences in a timely manner?

Other attendance requirements, specific to the student, may be listed on each student's Individualized Optional Education Program.

Student Rights and Responsibilities

The rights of students, including due process rights, shall be guaranteed at all times.

Student responsibilities shall include respect for the rights of others, compliance with school policies and rules, and observance of traditional democratic values.

In all matters relating to the discipline and conduct of the students, academic coaches and other certificated employees stand in the relation of parents and guardians to the students. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of students in the absence of their parents or guardians.

Students who violate policies or rules at North Cook Young Adult Academy program sites may be subject to disciplinary action, including, but not limited to, suspension or dismissal from the program and referral back to the local school district for disposition.

Students and parents will be given a copy of applicable school policies and procedures prior to their admission to the program, and will be given the opportunity to ask questions. They will then be required to sign a form indicating their receipt of, understanding of, and agreement to abide by the policies and procedures.

Behavioral Expectations

Students are expected to display behavior which is consistent with respect for self, respect for others, and respect for the learning environment. The North Cook Young Adult Academy program strives to maintain safe, drug free, mutually respectful educational environments.

With respect to behavior and discipline, the North Cook Young Adult Academy school day begins when the student leaves for school, and the school day ends when the student leaves the program site. Students are responsible for, and will be held accountable for, their behavior traveling to and from school just as if the student was actually in the school building at those times.

School Property

Students are provided with a clean, respectful environment suitable for learning. Students are expected to maintain the cleanliness and appearance of the school. At the sole discretion of the school administration, students who are responsible for intentional or unintentional damage to school property will be expected to clean, repair, or replace the property, or pay for the cleaning, repair or replacement of the property.

Student Personal Property

Students are discouraged from bringing valuables to school. Such items include, but are not limited to, electronics, jewelry, expensive outerwear, collectibles, etc.. Students who choose to bring these items to school do so at their own risk. North Cook Young Adult Academy will not assume responsibility for any student's personal property that is lost, stolen, or damaged. North Cook Young Adult Academy will not assume responsibility for locating any missing personal property of students, or for recovering property allegedly in the possession of another student.

Students are not permitted to buy, sell, trade or barter any items while traveling to or from school, during the school day, or during school-related trips. Such items may be confiscated by staff and may be returned to the student or parent only after a conference is held. Additionally, North Cook Young Adult Academy will not get involved with any disputes resulting from these disallowed activities.

Student Personal Appearance

The primary responsibility for a student's personal appearance and grooming rests first with the student and then with the parent. The administration reserves the right to regulate student appearance when that appearance presents a health or safety hazard, or when that appearance substantially disrupts the educational process.

Students are expected to come to school dressed appropriately to support the mission and beliefs of the school. Drug, alcohol, sexually provocative, discriminatory, gang, occult, and/or other inappropriate modes of dress are not allowed. Coats and/or hats are not allowed in class and cannot be worn during the school day except when students are specifically permitted to do so by a school official. Students who come to school in inappropriate attire will be given the opportunity to follow specific directives of the staff in order to take corrective measures.

Parents will be notified of all cases of inappropriate attire, and may be required to bring appropriate clothing for their son/daughter if the student is to remain in the program for that day.

Following parental notification, students who repeatedly wear inappropriate clothing to school may be therapeutically removed from the program. Repeated violations of the standards of personal appearance may lead to dismissal from the program.

Students are expected to be clean and well groomed. Excessive jewelry, tattoos, or grossly inappropriate hair styles are not appropriate for the learning environment. Any tattoos representing gang affiliation must be covered. Typically, watches and conservative ear rings are the only acceptable forms of jewelry. For safety reasons, accessory items or jewelry that are considered dangerous or threatening are not permitted (e.g. wallet chains or spiked/studded belts).

Determination of the inappropriateness of a student's personal appearance and/or attire is at the professional discretion of the program staff.

Tobacco Products

Possession, distribution, or use of tobacco products during school, or in any activity related to school, is prohibited. Tobacco products will be confiscated and destroyed.

Electronic Devices

Students are not to use pagers, cellular phones, or similar telecommunications devices while in school or at school related activities. Cellular telecommunications devices which are used to receive or send signals or communications during the school day or at school related activities will be confiscated and turned over to the parent.

Harassment/Sexual Harassment

Harassment, including sexual harassment, is inappropriate in an educational setting and will not be tolerated. Harassment is defined as an overt or implied verbal or nonverbal threat or warning directed at another individual for the purpose of intimidation. Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature which is perceived as hostile or intimidating.

A student who feels s/he is being sexually harassed should bring this to the attention of his/her academic coach, or to the attention of the school administrator. The administration will determine the appropriate action to be taken.

If the student is dissatisfied with the administrative action, the student could choose to file an appeal with the Associate Director of the North Cook Young Adult Academy program. If the student is dissatisfied with the results of that appeal, the student could file an appeal of the decision with the Executive Director of the North Cook Intermediate Service Center.

Noncompliant Students

Students who transfer to a North Cook Young Adult Academy program do so with the understanding that they are to act in a manner consistent with the mission and beliefs of the program. Student cooperation is necessary so that the program can help students make the progress necessary to return to their home school, or graduate and become successful in their post high school endeavors.

Students may be deemed “uncooperative” by the program administrator if they demonstrate behaviors including, by not limited to:

- an attendance rate below 80%, excused and unexcused.

- continuation of the behavior(s) which resulted in the student being referred to the North Cook Young Adult Academy program initially.
- use of, or possession of, weapons, guns, and/or explosives.
- possession of illegal substances.
- fighting, assault physical violence, or chronic/severe verbal aggression.
- theft or destruction of property of the school, staff, or other students.
- sexual harassment, harassment and/or hazing.
- gang related activity.

If any of these behaviors are found, a parent conference will be held to determine if North Cook Young Adult Academy is the appropriate educational setting for the student. On the recommendation of the program administrator following the conference, the student could be discharged from the program and referred back to their home school district for disposition. If the student was referred to North Cook Young Adult Academy from a deferred expulsion, the expulsion would go into effect following a discharge from the North Cook Young Adult Academy program.

Drug and Alcohol Use

North Cook Young Adult Academy is a tobacco, alcohol, and drug free school. Students found in possession of tobacco or alcohol will be subject to disciplinary action, and the contraband will be confiscated. Students found in possession of drugs will be subject to disciplinary action and the contraband will be turned over to police. Students found guilty of selling or dispensing drugs may be subject to dismissal from the program.

When staff have reasonable suspicion that a student is under the influence of alcohol or drugs, parents will be called to to remove the student from the program. The school may request that a student have a drug test, at parent expense, and that the results be turned over to the school before the student will be readmitted. Depending on the results of the test, the school may require that a student successfully participate in and complete a substance abuse program as a condition to remaining in the program. Proof of participation and completion will be required through the use of a “release of information” form.

The presence of any one or more observable behaviors (listed below) will result in intervention by staff. The intervention may include, but is not limited to, a parent meeting, removal from school, and/or required substance abuse counseling at family expense. Disciplinary action will only be considered when a student's known or suspected use of substances is interfering with their academic studies or their ability to function in classroom situations, and/or their known or suspected use is negatively impacting other students in the program. Behaviors requiring staff intervention include:

- an inability to be focused on a given academic task.
- being distracting to other students.
- a sudden outburst of anger.
- being verbally abusive to staff and/or other students.
- impaired speech.
- excessive sleepiness; inability to stay awake and alert in class.
- inappropriate emotional and/or behavioral response.
- chronic lateness and/or absence.
- behavior and/or appearance inconsistent with staff's experience and expectations.

Gang/Occult and Secret Society Activities

The presence of or student involvement in gang/occult or gang/occult secret society related activities on school grounds or at school-related events, on school buses, or at any school related activities, including the display of gang symbols or paraphernalia, is strictly prohibited. Any student who violates this policy may be subject to dismissal from the program.

As used in this policy, "gang-occult" shall mean any organization, club, secret society, or group composed wholly or in part of students which seeks to perpetuate itself by accepting additional members, and which is assembled for the common purpose or design of:

- committing or conspiring to commit criminal offenses.
- engaging in conduct that is against the public good.
- engaging in conduct that interferes with or disrupts the school's educational process or program.

The phrase "gang/occult related" shall mean any conduct engaged in by a student on behalf of a gang, to perpetuate the existence of any gang, and/or to effect the common purpose and design of any gang/occult group including, without limitation, recruiting students for membership in

any gang/occult group, threatening or intimidating any students or employees to commit acts of omissions against her/his will in the furtherance of any common purpose or design of any gang/occult group or secret society.

Inappropriate activities include, but are not limited to:

- soliciting and/or recruiting others for membership.
- participating in or inciting physical violence.
- extorting and/or soliciting money and/or services, requesting anyone to pay for protection insurance, or the payment of duties.
- coercing, harassing, or otherwise intimidating threatening or causing harm to any person, living creature, or property.
- wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign, signal, or other item commonly associated with membership in or affiliation with a gang/occult or secret society.
- using any communication, verbal or nonverbal (gestures, handshakes, etc.) suggesting or showing membership in, or affiliation with, a gang/occult or secret society.
- engaging in any activity intended to promote or further the interests of any gang/occult or any gang/occult secret society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to represent or act like a member of a gang/occult or secret society.
- any act or activity which violates any law or any policy of the school district in which the North Cook Young Adult Academy program is operated, such act or activity is taken to further the interests of a gang/occult group or secret society.

By joining a gang/occult group or secret society or associating with gang/occult group or secret society members, a student forfeits the expectation of privacy and allows for additional scrutiny.

Search and Seizure

When North Cook Young Adult Academy personnel, or other school district personnel having responsibility for North Cook Young Adult Academy program activities, have a suspicion that a student is in possession of an item that is in violation of school rules and/or may pose a threat to the health and safety of others, the program staff retain the

right to search students and confiscate the contraband items. In the case of a search, parents will be notified either before or after the search takes place.

The following types of searches may be utilized by school staff:

- desk or school property search.
- book bag, jacket, purse, pocket or clothing (student empties own pockets or clothing) search.
- student vehicle searches while vehicles are on school property.
- pat down searches (same sex staff member with another staff member as a witness, in a private setting, except in an emergency).

Desks, lockers, and school property are owned by the program and students do not have a reasonable expectation of privacy in any property owned or controlled by the program.

Should a student be found in possession of a contraband item or items, the item or items will be confiscated by school personnel, the parent will be notified, and the items will be either destroyed, given to the parent, or may (in the case of illegal items) be turned over to the police. School personnel will not retain any confiscated items permanently.

If a student fails to cooperate with what the staff feels is a reasonable search, the student may be sent home, or police involvement may be requested. Additional disciplinary action will be taken. This may include therapeutic removal from the program, or if part of an ongoing pattern of disruption, may result in an IOEP meeting to determine if the program continues to meet the student's needs.

Police Involvement

The administration of the North Cook Young Adult Academy program has the responsibility to provide for the safety of students, staff, and school property, and to provide for the smooth, efficient, and orderly operation of the learning environment. It is important to provide clear limits for student behavior, and provide natural consequences for inappropriate actions. The following circumstances may warrant the need for police involvement:

- physical aggression against any staff member.
- physical aggression against another student.
- possession of a controlled substance/alcohol.

- possession of a weapon.
- extreme, out of control behavior.

All cases with the potential for police involvement will be dealt with on an individual basis.

Parents will be notified by school personnel if police involvement becomes necessary. Parents may be asked to intervene.

Police Interviews Not Initiated by North Cook Young Adult Academy

If a law enforcement officer without a warrant seeks to interview a minor student on school premises, he or she shall make a request to the Site Director or his or her designee for access to that student. The Site Director or his or her designee will verify the law enforcement officer's credentials and will document the law enforcement officer's badge and precinct number, supervising officer, and reason for seeking an interview with the minor student. The Site Director or his or her designee will permit a law enforcement officer without a warrant to interview a minor student after the following conditions are met:

- a parent or guardian is contacted and apprised of the situation and does not object;
- the minor student is advised and does not object; and
- the site staff believe the contact is appropriate within the context of the school.

The Site Director, his or her designee, and/or the minor student's parent or guardian will be present during the law enforcement officer's interview with the minor student. The Site Director or his or her designee may terminate the interview at any time.

High Risk Behaviors

At the time of admission to a North Cook Young Adult Academy program, students and parents are advised of the consequences of violating school rules pertaining to "high risk" behaviors. A student may be considered for dismissal from the North Cook Young Adult Academy program if the student is found to have engaged in behaviors which threaten the safety of others. These behaviors may include, but are not limited to:

- sale or dispensing of drugs.
- possession of a gun (or facsimile).
- use of a weapon.

- arson.
- assault of a staff member.

Students have the right to a dismissal hearing regarding these issues. If the student is found guilty, s/he may be dismissed from the program and referred back to their home school district for disposition. If the student was placed at North Cook Young Adult Academy in lieu of an expulsion, the expulsion will go into effect upon dismissal from the North Cook Young Adult Academy program. If the offense involved confiscated drugs, alcohol, or weapons, these items may be turned over to police.

All disciplinary hearings regarding high risk behaviors will be subject to parental notification, the right to due process, and the right to request mediation by the North Cook Young Adult Academy Associate Director.

Levels of Intervention

Levels of intervention for violation of school policies and procedures may include, but need not be limited to:

- student conference and warning.
- parent telephone conference.
- parent conference at school.
- discharge from the program and referral back to the local school district for disposition.
- suspension or expulsion.

The level of intervention appropriate to any given situation is at the discretion of the school administrator. The interventions cited above are not the only interventions the administrator may deem appropriate. The interventions are also not “steps” in discipline: it is not necessary for a less intrusive consequence to be used prior to the use of a more intrusive consequence.

Except in the case of a student conference/warning, every effort will be made to contact the parent whenever a severe disciplinary measure is applied. Ideally, contact is made on the day of the incident.

FREEDOM OF EXPRESSION

Students may post announcements or distribute non school materials if these materials are pre-approved by school administration. School

administration reserves the right to regulate the posting and distribution of any and all non school items to insure the content is not disruptive to the educational mission of the program.

Students may collect signatures on petitions as long as such collection does not interfere with the educational process and do not support initiatives which violate any other school policy or procedure.

Non-School Organizations

Non-school organizations shall not solicit funds, conduct fund-raising activities, distribute materials, or post notices in the school, on school grounds, at school activities, or at school related events without the written permission of school administration.

Representatives of agencies or businesses, including social service agencies, research groups, or the media, shall not interview, photograph, counsel, meet with, or otherwise interact with students, individually or in groups, in the school without written permission from the school administration.

CORPORAL PUNISHMENT

Corporal punishment is prohibited in the North Cook Young Adult Academy program.

PHYSICAL RESTRAINT

The physical restraint of a student by a staff member will be used only when the student is, in the opinion of the staff, a danger to himself/herself or to others, or is in danger of causing significant property damage.

Physical restraint will not be used to prevent a student from unauthorized departure from the program.

STUDENTS' HEALTH CARE

Emergency Medical Situations

Students must report any accidents or injuries to their academic coach or a school administrator immediately after they occur. Documentation of such incidents will be maintained at the program site and in the students temporary file.

For the safety and welfare of a student, it may be necessary to send a student home during the school day due to illness or injury. If a parent cannot be contacted, the emergency name and number will be used as the contact person.

Medication

Students will not bring nonprescription medication to school and students will not take nonprescription medication while traveling to and from school, or while at school unless a prior written agreement is on file in the school office between the parent and the school. If an agreement is on file, the nonprescription medication will be handled according to the school policy governing prescription medication.

Prescription medication can be taken at school only when written orders from a licensed health care provider are on file in the school office. Prescription medication may not be brought to school unless written orders from a licensed health care provider are on file. Unless otherwise specifically designated in the health care providers written orders, medication will be kept by a school official and distributed to the student as needed. Parents are responsible for ensuring that an adequate supply of medication is available for the student to use.

Students will not give any form of medication to any other student under any circumstances.

The parent is responsible for ensuring that the orders on file in the school office, and the medication being administered to the student, is current with the health care providers orders.

Unused medication can be picked up by the parent when the health care providers orders expire or when the health care provider recommends discontinuing the medication. If the parent does not pick up the medication in 30 days, the staff will dispose of the medication in a proper manner.

COMMUNITY SERVICES

In developing the best possible IOEP for a student, it may be necessary to contract for specialized services from public or private agencies in the community. The parent and student are always involved in the decision making process whenever the use of contractual services from the community is being considered. Parents and students must sign a “release of information” form which will permit the exchange of information between the community agency and the school. Information released from the school to a community agency is held confidential to the extent required by law.

PROGRAM COMPLETION

Students who participate in the North Cook Young Adult Academy program do so with the understanding that they will remain in the program until such time as they successfully complete the program, graduate, move out of the region, are dismissed from the program for disciplinary reasons, or the student’s lack of academic success indicates s/he is not benefiting from the program. “Successfully complete the program” means that the student has completed the requirements of their IOEP, and have met the criteria for program completion as outlined below.

Because the program is not time limited, students may successfully complete their IOEP in a shorter or longer period of time than the corresponding length of an expulsion. Once a student enrolls in the North Cook Young Adult Academy program, the student understands that s/he must meet the criteria for successful completion of the program in order to return to their school district.

Criteria for Successful Completion

Upon completion of the IOEP, the school district and the North Cook Young Adult Academy staff will conduct a meeting with the student and parent(s) to facilitate a successful transition out of the program. Students who have met the criteria as outlined in their Individualized Optional Educational Plan, and who are eligible to transition back to their local school district must process an appeal for a return through their local school district and/or Board of Education.

Graduation

An administratively transferred student who successfully completes the requirements for his or her high school graduation while in the North Cook Young Adult Academy program shall receive a diploma identifying the student as graduating from the transferring high school/district.

VISITORS

Parents

Parents are encouraged to visit the school. For security purposes, parents may be required to show identification. Parents are asked to make prior arrangements to visit the school to ensure that staff will be available to meet with the parent.

Other Visitors

For security reasons, visitors will be required to show identification when they visit the school. Visits must be prearranged through the school office. The administration reserves the right to restrict visitors in the school and at school functions.

Guidelines for Acceptable Use of NCYAA Computer System by Students

Acceptable Use

All users of the computer system must comply with the Acceptable Use Guidelines as established and amended from time to time by North Cook Intermediate Service Center ("Center").

The "system" shall include all computer hardware and software owned or operated by the Center, Center electronic mail, electronic mail established by the Center through any other system for student use, Center web site, and Center on-line services and bulletin board systems. "Use" of the system shall include use of or obtaining access to the system from any computer terminal whether owned or operated by the Center.

Students have no expectation of privacy in their use of the system. The Center has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the Center's electronic mail system or on any other electronic mail system whereon the Center has established electronic mail for student use. The Center has the right to and does monitor use of the system by students, including students' access of the Internet, as part of system maintenance and to determine whether the use is consistent with federal and state laws and Center policies and guidelines.

Privileges

Access to the system is provided as a privilege by the Center and may be revoked at any time. Inappropriate use may result in discipline, including loss of system use privileges.

The system, including all information and documentation contained therein is the property of the Center except as otherwise provided by law.

Prohibited Use

The uses of the system listed below are prohibited and may result in discipline or other consequences as provided within these Guidelines

and in the North Cook Young Adult Academy Policy Manual. The system shall not be used to:

- engage in activities which are not related to Center educational purposes or which are contrary to the instructions from supervising Center employees as to the system's use.
- access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
- access, retrieve, view or disseminate any material in violation of any federal or state laws or regulations, or Center policies or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the system to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, Center employee, or system user.
- transfer any software to or from the system without authorization from the system Administrator.
- engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
- harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
- disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
- disrupt or interfere with the system.
- gain unauthorized access to or vandalize the data or files of another user.
- gain unauthorized access to or vandalize the system or the computer system of any other individual or organization.
- forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.

- invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
- download, copy, print or otherwise store or possess any data which violated federal or state copyright laws or these Guidelines.
- send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
- send mass electronic mail to multiple users without prior authorization by the appropriate Center administrator.
- conceal or misrepresent the user's identity while using the system.
- post material on the Center's web site without the authorization of the appropriate Center administrator.

Web Sites

Unless otherwise allowed by law, Center web sites shall not display information about or photographs or works of students without written parental permission.

Any web site created by a student using the system must be part of a Center-sponsored activity, or otherwise be authorized by the appropriate Center administrator. All content, including links, of any web site created by a student using the system must conform with these Acceptable Use Guidelines.

The Center or remote site director may discipline a student whose personal web site causes, or can reasonably be expected to cause, a substantial disruption of the school environment without regard to whether the web site was created using the system.

Disclaimer

The Center makes no warranties of any kind whether express or implied for the system. The Center is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the system is at the user's own risk. The Center is not responsible for the accuracy or quality of information obtained through the system. The Center is not responsible for any user's intentional or unintentional

access of material on the Internet which may be obscene, indecent or of an inappropriate nature.

Security and User Reporting Duties

Security in the system is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline.

A user who becomes aware of any security risk or misuse of the system must immediately notify a teacher, administrator or other staff member.

Vandalism

Vandalism or attempted vandalism to the system is prohibited and will result in discipline as set forth in these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

Consequences for Violations

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include:

- suspension or revocation of system privileges.
- other discipline including suspension or expulsion from school.
- referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the system by a student may be considered gross misconduct as that term is defined by the North Cook Young Adult Academy Policy Manual. A student who believes that his/her system use privileges have been wrongfully limited may request a meeting with the site director to review the limitation. The decision of the site director shall be final.

DRUG SCREENING POLICY

Illegal drug usage among at-risk students in general and those sent to North Cook is highly prevalent. For purposes of this policy, “illegal drug usage” means: 1) use of an illegal drug or controlled substance; or 2) use of a prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. Part of the mission of the Regional Safe Schools Program is to identify and assist these students in becoming drug free. To this end, North Cook has the following requirements for all students:

1. All incoming students referred to North Cook will be screened for drugs at North Cook’s expense at their Initial Intake Meeting. The purpose of this screening is to determine if the student is using illegal drugs and, if so, to what extent drugs are being used and are present in the student’s system. The results of the drug screening will be sent directly to the Director of North Cook, and will be shared with the student’s parent(s)/guardian(s) and with the student’s sending school. The presence of drugs in the student’s system does not preclude the student’s enrollment at North Cook.
2. All drug screenings performed by North Cook will be through a hair sample.
3. Students screened at their Initial Intake Meeting who test positive for illegal drugs will again be screened at North Cook’s expense 8-10 weeks later to determine the level of usage. If the level of usage has not diminished, North Cook will meet with the parent(s)/guardian(s), student, and sending school to determine a course of action which

could include, but is not limited to, retesting 6-8 weeks later at parent expense, completing a drug assessment, having the student's Individualized Optional Education Plan ("IOEP") adjusted and/or completing the recommended course of action resulting from the drug assessment. Diminishing illegal drug use will be a goal of the student's IOEP.