



**North Cook  
Young Adult Academy**

# **Parent/Student Handbook**

North Cook Young Adult Academy  
1001 E. Touhy Ave Suite 200  
Des Plaines, IL 60018  
847-803-3705

<https://www.ncisc.org/NCYAA>

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## **Program Hours**

Program Hours: 8:45am - 2:45pm

Business Hours: 7:15am - 3:15pm

## **North Cook Young Adult Academy Staff**

### Principal of Operations

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### Administrative Assistant

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### Social Worker

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### Science Teacher

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### CTE Teacher

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### English/Language Arts Teacher

Marie Brzezinski, 847-803-3712, [mbrzezinski@ncisc.org](mailto:mbrzezinski@ncisc.org)

### Math Teacher

Vanesa Rosales, 847-803-3710, [vrosales@ncisc.org](mailto:vrosales@ncisc.org)

### Social Studies Teacher

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### Physical Education Teacher

Sergio Castro, 847-803-3706, [scastro@ncisc.org](mailto:scastro@ncisc.org)

### English Language Support Specialist

Stephanie Lopez, [slopez@ncisc.org](mailto:slopez@ncisc.org)

### Student Advocate

Lawrence Skinner, [lskinner@ncisc.org](mailto:lskinner@ncisc.org)

### Paraprofessionals

Pablo Gonzalez, [pgonzalez@ncisc.org](mailto:pgonzalez@ncisc.org), Sarah Post, [spost@ncisc.org](mailto:spost@ncisc.org)

## **NCYAA Mission**

Embrace second chances through alternative educational opportunities.

## **NCYAA Vision**

North Cook Young Adult Academy is dedicated to providing a positive, safe, and inclusive learning environment for all learners. Social-emotional growth is promoted through a focus on the five core competencies: self-awareness, self-management, social awareness, responsible decision-making, and relationship skills.

Academics are centered around students' individual differences, strengths, and challenges. North Cook Young Adult Academy empowers students to develop respect and responsibility for themselves and their communities. The focus of our program is for students to become lifelong learners and positive contributors to the community.

## **GRADES**

### North Cook Young Adult Academy 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 teacher at the end of each semester. The following grades can be issued by teachers:

A (90% - 100%)	Excellent
B (80% - 89%)	Above average
C (70% - 79%)	Average
D (60% - 69%)	Below average
F1 (59% or below)	Failure due to poor attendance
F2 (59% or below)	Failure due to poor academic performance
W	Withdrawn
P	Pass
IN	In Progress

A grade of "IN" must be completed by the end of the subsequent full semester. In Progress grades, which are not made up by the end of the next full semester, will be changed to an "F2".

### Transfer Grades from Sending School

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

When students transfer to North Cook Young Adult Academy, the Intake Coordinator will consider the grades the student was earning in their previous school. They will also consider the amount of time the student was in the previous school from the beginning of the semester when 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 emailed and mailed to parents and will be emailed to the Registrar of the home school district.

## **TRANSPORTATION**

### Responsibility for the Provision of Transportation

Unless otherwise specified in the Alternative Education Plan meeting, 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 program, and will be provided at no cost to the family. A student's transportation may be suspended for inappropriate or unsafe behavior on the vehicle.

When a student will not be in the program on a regularly scheduled day, the parent/guardian must call the student's transportation provider directly to cancel transportation services for that day. If the parent/guardian does not make the required telephone call, the transportation company will bill the home school for the trip even if the student does not go to the program. If this happens, the student/parent/guardian may be responsible for the transportation charge for that day. If the student/parent/guardian does not pay the charge, transportation services may 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 the program; the student may not drive to NCYAA.
- Participate in a parent conference to discuss the resumption of transportation.

## **PARENT PARTICIPATION**

### Parent/Guardian Involvement

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/guardian(s), student, and the program. For this reason, it is the practice of North Cook Young Adult Academy to secure both parent/guardian and student signatures on all permission slips, regardless of age. North Cook Young Adult Academy understands, however, that it cannot require parent signatures for those students 18 years of age or over.

Parents are encouraged to attend the regularly scheduled parent meetings, aimed at providing them with support and information regarding their student's progress. In addition to regular parent meetings, the Social Worker, 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 by securing resources in NCYAA and the community. North Cook Young Adult Academy will make every reasonable proactive effort to secure and maintain positive parental participation in their child's educational program. Documentation of these efforts will be maintained with the student's 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 that present a clear and present danger or threat, the NCYAA Staff will make

reasonable efforts to contact the parents. If a student is a danger to the health and welfare of themselves or others, NCYAA will take immediate necessary action.

It is recognized that NCYAA may not always be able to contact parents prior to the need to take disciplinary or other action in order to ensure student, staff, and/or program safety. 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. It is the responsibility of the parent to keep NCYAA 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 administration, parental non-participation does not significantly impede the ability of NCYAA 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.

### Contacts Home

NCYAA staff members may call home, as needed, to communicate with parents/guardians on their student's performance.

Should a student be suspended from the program, parents/guardians will be contacted in the following ways:

- by phone (if no answer, a voicemail message is left)
- parent email (if no other form of communication is available)
- letter mailed home

While efforts may be implemented with the student and parent to alleviate this situation, students who show up at NCYAA when suspended may be arrested for trespassing.

It is imperative that NCYAA has a means to contact parents/guardians in an emergency. If staff are consistently unable to communicate with parents, a home visit may be conducted and/or, the student could be dropped from the program.

### 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 are encouraged to ask questions to clearly understand the 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. Parents can also find the Parent/Student Handbook at:

<https://www.ncisc.org/NCYAA>

It is the responsibility of the student and parent to read and understand all of the North Cook Young Adult Academy policies.

## **CURRICULUM**

### Instructional Materials

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 or the material is pre-approved by the local administrator at the program site.

Videos/movies rated either "G", "PG" or "PG-13" need not be pre-approved for use. Materials rated "R" may be used if they are pre-approved by the director and parents give permission for their student to view that particular material. Students whose parents object to their student seeing the video will not be penalized in any way for their lack of participation in the activity, and will 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 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 will be given an alternative activity from which the student can derive educational benefits.

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**

### Absences

Students are expected to be in program and on time for every scheduled 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, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency are strongly discouraged. Parents must contact the North Cook Young Adult Academy program every day the parent wishes to excuse a student for absence or tardiness. Parents should contact the NCYAA office at 847-803-3705.

Consistent student attendance is essential for the success of the students participating in our program. Students who develop an attendance pattern that has a negative impact on their 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 students are expected to attend.

If a student's attendance falls below 95%, an attendance letter will be sent home to parents/guardians. NCYAA may initiate a home visit after 10 days of non-attendance and no contact with the parent/guardian. If a student's attendance falls below 80%, a referral will be made to the Regional Office for attendance support. Other attendance requirements, specific to the student, may be listed on each student's Alternative Education Plan.

### Attendance Procedure

When a student is to be absent for any reason, parents must call NCYAA and the student's transportation company before the start of the program. If this procedure is not followed, the student will be considered truant, which could be a cause for the student to be remanded back to their home school. Per the ISBE school code, the following are valid causes for a student's absence:

- Illness, including the mental or behavioral health of the student;
- Observance of a religious holiday;
- Death in the immediate family or family emergency;
- Other situations beyond the control of the student, as determined by NCYAA;

- Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

A "truant" is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined in the Illinois School Code, from such attendance for more than 1% but less than 5% of the past 180 school days.

\*\* Please see NCYAA website for the full Student Attendance & Truancy Protocol

### Emergency Closing

North Cook Young Adult Academy is authorized to close the program on an emergency basis. Program closings will be reported to the Emergency Closing Center ([www.EmergencyClosings.com](http://www.EmergencyClosings.com)) and parents will be notified through REMIND text messaging. In the event the program is in session when an emergency closing occurs, the students will be sent to the home address on file. Be certain this address is updated.

## **STUDENT DEPARTMENT/CODE OF CONDUCT**

### 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 NCYAA policies and rules, and observance of the NCYAA Universal Norms.

In all matters relating to the discipline and conduct of the students, teachers, 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 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 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 the North Cook Young Adult Academy Handbook prior to their admission to the program. They will then be required to sign a form indicating their receipt of, understanding of, and agreement to abide by the policies and procedures of North Cook Young Adult Academy.

### Behavioral Expectations

Students are expected to display behavior that 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 a safe, drug-free, mutually respectful educational environment.

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

Students must follow the rules and expectations of North Cook Young Adult Academy at all times.

### Video Cameras

For security purposes, North Cook Young Adult Academy is equipped with video cameras that electronically record activity within and around the building. Video cameras are in common

areas, hallways, and the exterior of the building. Recordings do not include audio recordings.

Video camera recordings from North Cook Young Adult Academy cameras or transportation vehicles will be referred to when investigating safety, security, or discipline incidents and will be used in determining appropriate disciplinary action by North Cook Young Adult Academy staff and the home district administration.

All requests to review video camera recordings must be submitted in writing for consideration by the administration. Recordings will only be shared to the extent that viewing the video does not constitute a violation of the Family Education Rights and Privacy Act (FERPA).

### Cellular Devices

Students are not to use cellular phones or similar telecommunications devices while in NCYAA or at program-related activities, except on a case-by-case basis when permission is explicitly granted by program staff. Cellular telecommunications devices which are used to receive or send signals or communications during the program day or at program-related activities, will be confiscated.

### Harassment/Sexual Harassment

Harassment, including sexual harassment, is inappropriate 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 they are being sexually harassed should bring this to the attention of a teacher or staff member as soon as possible. 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 a written appeal with the NCYAA director stating why they are dissatisfied with the administration's action. If the student is dissatisfied with the results of that appeal, the student could file a second written appeal of the decision with the Executive Director of the North Cook Intermediate Service Center.

Any person can report an incident of Harassment by using the form located on the NCYAA website ([www.ncisc.org/NCYAA](http://www.ncisc.org/NCYAA)).

### Bullying/Cyberbullying

Bullying and Cyberbullying are strictly prohibited at NCYAA. NCYAA has adopted the ISBE definition of bullying and cyberbullying.

"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.

NCYAA staff will complete investigations on all reported bullying incidents in a timely manner and notify parents of the findings per the regulations set by the IL School Code (105 ILCS 5/27-23.7). The administration will determine the appropriate action to be taken.

Any person can report a bullying incident on the NCYAA website ([www.ncisc.org/NCYAA](http://www.ncisc.org/NCYAA)).

### Noncompliant Students

Students who transfer to NCYAA 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 district or graduate and become successful in their endeavors.

Students may be deemed "uncooperative" by the program administration if they demonstrate behaviors including, but not limited to:

- An attendance rate below 80%, excused and unexcused
- Continuation of the behavior(s) that resulted in the initial referral to the NCYAA program
- Use or possession of weapons, including guns, and/or explosives
- Possession of illegal substances
- Fighting, assault, physical violence, or chronic/severe verbal aggression
- Bullying
- theft or destruction of property of the program, staff, or other students
- harassment, sexual harassment, bullying, cyberbullying, and/or hazing
- gang-related activity
- non-compliance

If any of these behaviors occur, 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 administration, following the conference, the student could be discharged from the program and referred back to their home 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, Tobacco, Alcohol, and Intoxicating Substances

North Cook Young Adult Academy is a tobacco, vape, alcohol, and drug-free space. Students found in possession of tobacco, vapes, alcohol, or intoxicating substances will be subject to disciplinary action, and the contraband will be confiscated. Students found in possession of drugs, and/or drug paraphernalia and vaping products 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, the student will be monitored and assessed and parents/guardians may be called to pick up their child from the program. NCYAA may request that a student be drug tested, at parent's expense, and that the results be submitted before the student will be readmitted. Depending on the results of the test, NCYAA may require that a student successfully participate in and complete a substance abuse program as a condition for remaining in the program. Proof of participation and completion will be required through a release of information form or discharge summary.

### Gang/Occult and Secret Society Activities

The presence of or student involvement in gang/occult or gang/occult secret society related

activities on the grounds or at program-related events, on transportation, or at any program-related activities, including the display of gang symbols or paraphernalia, are strictly prohibited.

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 environment

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 or omissions against their 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 district in which the NCYAA program is operated
- Any act or activity 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 from program administration and/or staff.

### Search and Seizure

North Cook Young Adult Academy program staff retain the right to search students and confiscate contraband items. Students will be searched upon entering the building daily. All items, including food and beverages, will be searched. All liquids must be sealed.

The following types of searches may be utilized by staff:

- Metal detector wand
- Desk, shoes, or NCYAA property
- Book bag, jacket, purse, lunch or clothing (student empties own pockets or clothing)

- Pat down (same-sex staff member with another staff member as a witness, in a private setting, except in an emergency)

Desks and program 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 contraband, the item(s) will be confiscated by NCYAA 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. NCYAA personnel will not retain any confiscated items permanently. We are not responsible for confiscated items. If confiscated items are not picked up in a timely manner, they will be disposed of.

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 suspension, or if part of an ongoing pattern of disruption, may result in a conference with parents and home district to determine if the program continues to meet the student's needs. It may lead to dismissal from the program.

### Police Involvement

The North Cook Young Adult Academy enjoys a longstanding, positive, and professional partnership with the Des Plaines Police Department. The administration of the NCYAA program has the responsibility to provide for the safety of students, staff, and program 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 to provide natural consequences for inappropriate actions. The following circumstances may warrant the need for police involvement and arrest:

- Physical aggression against any staff member
- Physical aggression against another student
- Possession of a controlled substance/alcohol
- Possession of a weapon
- Extreme, uncontrolled behavior

All cases with the potential for police involvement will be dealt with on an individual basis. Parents will be notified by NCYAA personnel if police involvement becomes necessary.

### 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 NCYAA premises, they shall make a request to the Director, or their designee, for access to that student. The Director, or their 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 Director, or their 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
- The staff believe the contact is appropriate within the context of the program

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

### High Risk Behaviors

At the time of admission to the NCYAA program, students and parents are advised of the consequences of violating program rules pertaining to "high risk" behaviors. A student may be considered for dismissal from the NCYAA program if the student is found to have engaged in behaviors that threaten the safety of themselves or others. These behaviors may include, but are not limited to:

- Sale, dispensing, or the possession of drugs
- Possession of a weapon (or facsimile)
- Use of a weapon
- Arson
- Assault of a student or staff member
- Harm to self

If a student is found to have engaged in any of these high-risk behaviors, they may be dismissed from the program and referred back to their home district for disposition. If the student was placed in the NCYAA program in lieu of an expulsion, the expulsion may go into effect upon dismissal from the NCYAA program. If the offense involves confiscated drugs, alcohol, or weapons, these items may be turned over to the 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 Director.

### Levels of Intervention

Levels of intervention for violation of NCYAA policies and procedures may include:

- Student conference and warning
- Detention/loss of privilege
- Parent conference
- Suspension
- Parent/home district conference
- Discharge from the program and referral back to the local district for disposition
- Arrest or referral to the police

The level of intervention appropriate to any given situation is initially at the discretion of the teacher, and ultimately at the discretion of the administration. The interventions cited above are not the only interventions the administration may deem appropriate. The interventions are also not progressive "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.

### Use of Corporal Punishment

Corporal punishment is prohibited at the North Cook Young Adult Academy.

### 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 themselves 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.

## **FREEDOM OF EXPRESSION**

### Student Expression

Students may post announcements or distribute non-program materials if these materials are pre-approved by the administration. NCYAA administration reserves the right to regulate the posting and distribution of any and all non-program items to ensure 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 does not support initiatives that violate any other NCYAA policy or procedure.

### Non-Program Organizations

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

## **STUDENTS' HEALTH CARE**

### Emergency Medical Situations

Students must report any accidents or injuries to their teacher or an NCYAA administrator immediately after they occur. Documentation of such incidents will be maintained at the program.

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

If a student needs to be transported home and the parent/guardian is unavailable, alternate arrangements may be made. If a cab is necessary, it will be the parent/guardian's responsibility to pay the cab fare.

Students admitted to psychiatric or medical institutions will be required to submit a doctor's release, medical discharge documentation, and other documents deemed necessary before returning to program.. A doctor's release is also required for participation in Physical Education Class or Community Service after sustaining an injury or following a medical surgery.

If an administrator has reason to believe a student is in a mental health crisis, appropriate experts will be contacted and a mental health evaluation may be required.

### Medication

Students are permitted to bring nonprescription medication to NCYAA, if it is in its original packaging. Students will turn in all medication, with the exception of cough drops, inhalers, and epipens, to the front office. The student will not share their medication with other students. Students found to be dispensing medication to other students will be subject to disciplinary action.

Prescription medication can be taken at NCYAA only when written orders from a licensed health care provider are on file in the office or when parent permission is provided to NCYAA. Unless

given permission by parent or guardian, medication will be kept in the front office 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.

## **COMMUNITY OUTREACH SERVICES**

### Securing Community Outreach Services for Students and Families

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 are 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 program. Information released from the program to a community agency is held confidential to the extent required by law. Payment for community services is at the expense of the family.

## **PROGRAM COMPLETION**

### Duration of Placement

- **Regional Safe Schools Program (RSSP):** Students who have been referred to NCYAA and are in the RSSP program do so with the understanding that they must follow the duration of placement set by their home district. Goals set at the AEP meeting will be discussed at the Mid-year and End of Year meetings with the family and the home district representatives.
- **NCYAA Alternative Learning Opportunities Program (ALOP):** Students referred to the NCISC ALOP program attending NCYAA are enrolled on a voluntary basis. The parents or guardians of the student can remove the student from the program at any time by making a request to the NCYAA Principal. Goals set at the SSP meeting will be discussed at Mid-Year and End of Year meetings with family and the home district representatives.

### Transfer of Grades From North Cook Young Adult Academy to Local Districts

Local districts will accept all grades and credits earned through North Cook Young Adult Academy. Those grades will be transferred to the home district's transcript.

### Use of Program Materials/Chromebook

All materials borrowed from North Cook Young Adult Academy must be returned. Students have access to Chromebooks and will be assigned one by NCYAA Staff. Parents will be responsible for all repairs and replacement of lost or stolen program devices. Parents will be given access to a Waiver program to offset the cost to fix or repair damaged, lost, or stolen Chromebooks. It is the parent's responsibility to enroll in the program.

### 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 website, 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 where the Center has

established electronic mail for student use. The Center has the right to and does monitor the use of the system by students, including students' access to 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 that 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-program 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 program days or after program 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 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 website without the authorization of the appropriate Center administrator.

### Websites

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

Any website 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 website 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 website causes, or can reasonably be expected to cause, a substantial disruption of the building environment without regard to whether the website was created using the system.

## **VISITORS**

### Parents/Guardians

Parents/guardians must schedule conferences with teachers or administrators to discuss student progress. For security reasons, visitors must show identification. All visitors and their belongings are subject to search upon entry to the North Cook Young Adult Academy campus.

### Other Visitors

Visitors to the North Cook Young Adult Academy campus may be required to show identification when they visit. Visits must be pre-arranged through the office. The administration reserves the right to restrict visitors in the building and at program functions.