

## **MEMORANDUM OF UNDERSTANDING**

**BETWEEN ELGIN COMMUNITY COLLEGE *and***

**MID-VALLEY SPECIAL EDUCATION COOPERATIVE (St. Charles, IL)**

**Regarding SAIL (STUDENTS ATTAINING INDEPENDENT LIVING)**

In order to foster a transition program for young adults with disabilities, the Community College District No. 509, commonly known as Elgin Community College (hereinafter referred to as "ECC" or "College") is partnering with Mid-Valley Special Education Cooperative (hereinafter referred to as "MVSEC") in St. Charles, IL. The objective of this program is to build independent living/social skills in the young adults selected for these programs. These students have completed the necessary requirements for graduation/completion but can benefit from staying in a high school transition program until they are 22 when they would then take their diplomas/certificates.

Specific compliance requirements of the SAIL program are as follows:

1. MVSEC agrees to provide transportation, teachers, case managers, and support personnel for those students taking part in the programs.
2. ECC agrees to provide office space, phone and computer usage, use of available classroom space, use of gathering space in open areas, and a safe loading/unloading area for transportation vehicles.
3. MVSEC will teach life skills curriculum classes or transition programming on ECC's campus to their students in a safe, supervised environment.
4. Students can participate in all campus activities and events, based on their level of capability, and are members of the ADAPT Club on campus.
5. a. Students placed in the ECC environment must demonstrate independent skills that show that placement on the campus is appropriate for their level of independence. All students must be able to demonstrate to MVSEC that they understand and can comply with the guidelines they are expected to follow in terms of supervisory staff contact, campus movement, where and how to locate help if needed, and an understanding of adult behavior ramifications in terms of laws, college policies and regulations. The possibility must exist for students to become more self-sufficient and successful in the ECC environment.  
  
b. Students who are working toward attaining this level of independence (over a period of time) must be reasonably supervised by the MVSEC's staff at all times while on ECC campus; .
6. MVSEC staff will monitor all students through line of sight, or use of technology when appropriate, following up on tardiness, preventing access to unsupervised areas, and ensuring the safety of their students, staff, and others on the premises. A program and student schedule will be given to the ADA Coordinator.

7. MVSEC staff will supervise the students' behavior and ensure that the students adhere to the ECC Student Code of Conduct, and College-related policies and procedures, as set forth in the Administrative Procedure Student Code of Conduct 4.402 incorporated herein by reference. MVSEC and District 303 will indemnify, defend and hold harmless College including its trustees, officers, employees, students, agents, and assigns from and against any and all claims, actions, demands, suits, costs (including court costs and attorney's fees), expenses, damages, and liabilities arising from or related to any allegations, claims or violations of the ECC Student Code of Conduct, and College-related policies and procedures, by the Students or any other claims or violations in connection with this agreement.
8. Students taking ECC classes may only take 100 level courses, as developmental courses are for students who are separated from their high schools. Students are expected to comply with the regulations of Administrative Procedure 4.101 College Admission. Students will pay the tuition for these classes, based on the rates for in-district or out-of-district home addresses. It is strongly recommended that the student taking classes attend their home district community college.
9. MVSEC agrees to provide a list of all students with name, address, phone number, emergency contact/parent information. They will also supply ECC's disability office with documentation of disability, known allergies/conditions for medic alert, and other pertinent information such as service animals. Student must be able to take care of service animal if it is to be permitted on campus. The ADA Coordinator determines if the animal will be allowed.
10. All students will fill out an ECC application; have an ECC ID#, and carry an ECC photo ID card as well as other identification, personal emergency information, and medic alert bracelets/tags if needed.
11. MVSEC staff supervising students with health conditions, such as seizures that could result in a need for medical care, must follow the ECC regulations regarding contact of emergency services and paramedics. MVSEC staff cannot waive the ECC regulations regarding contact of said services. This specifically means that if a student "goes down" (has a seizure, loses bodily fluids, such as blood or urine, loses consciousness, has an accident, slip and fall, etc.), Security must be called. Paramedics will be called as necessary according to college policy. Students may waive their right to be transported, but neither student nor staff can waive support personnel being called in.
12. All students acquiring jobs on ECC's campus must have said job approved first by the ADA Coordinator of the College. No student may work in the childcare center or any child related College program.
13. No students with a criminal record or a criminal history are to be allowed into the programs on ECC's campus. "Criminal record" or "criminal history" includes, but is not limited to, a record of a conviction of a felony, misdemeanor or other crime that poses a risk to the safety of other students or staff.
14. At the end of a student's transition program, if the student plans to continue attending ECC to take additional courses, the Disability Director should be invited to attend the exit staffing.
15. a. Students will receive appropriate training on attending college – who to approach for help, safety issues, appropriate sexual behavior, appropriate adult behavior in terms of

outbursts, fights, horseplay, etc. They will be notified of adult consequences and expected compliance with all college regulations, policies, and procedures. (See college catalog for such information.)

- b. Students will participate in all college emergency drills, such as fire and tornado.
- 16. The MVSEC will provide the College evidence of liability insurance upon demand.
- 17. The ADA Coordinator and SAIL administrative staff will meet at least once a semester.

**Signatures:**

District 303

Elgin Community College

MVSEC

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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