



May 19, 2021

Dear Dr. Ed J. Condon,

Thank you for another year of partnership to serve all kids!

Our partnership with West 40 school districts includes many services, but our shared effort to support youth and families is our heartbeat. Over the past several years, we have built a continuum of services to support the most under-resourced youth and families of west Cook. The West40 continuum of services currently serves over 1,400 students with West40 programs and staff embedded in 21 district school buildings and housed at the West40 Regional Safe Schools building located in Hillside, Illinois.

### West40 Mission of Service

*We will meet you where you are.*

*We will be what you need.*

*We walk further with you.*

*We will stand strong with you.*

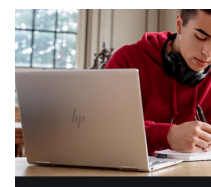
In the 2020-2021 school year, in order to live our mission we had to expand and reshape our service.

**We met our students where they were.** In order to be physically present with our students and families, we made thousands of home visits.

**We worked to be what our students and families needed.** We delivered thousands of boxes of food/dinners/lunches and breakfast, school supplies, and other needed resources to homes throughout the school year.

**We walked further with you.** Many of our families needed help getting all the members of a household on a virtual platform for school or work. As we discovered these challenges, we delivered hundreds of hot spots, chromebooks, chargers and headphones.

**We stood strong with our students and families.** The relationships we have with students and families are a privilege. With the privilege of relationship comes the responsibility of service. This year our families needed assistance with COVID vaccinations, medical resources, housing, food security, employment and access to community assistance programs.





### West40 Continuum of Services

Although we are unsure what the challenges will be in 2021-2022, West40 is committed to walking with you as a partner in service to our most vulnerable youth. As your partner, we see the myriad of needs that young people and families experience and offer your school district a continuum of services to meet those needs.

The continuum of West40 programs for vulnerable youth includes:

- **West40 Regional Safe Schools Program** - serves students in grades 6-12 who are suspended, expulsion eligible/and or expelled in need of an intensive academic program with mental health support services. This program is housed in the West40 alternative school in Hillside, Illinois. The intergovernmental agreement for our Regional Safe Schools Program is found on pages 3-5.
- **West40 High Needs Alternative Learning Opportunities Program** - serves students in grades 6-12 who are in need of an intensive academic program with mental health support services. This program is housed in the West40 alternative school in Hillside, Illinois. The intergovernmental agreement for our High Needs Alternative Learning Opportunities Program is found on pages 6-9.
- **West40 Alternative Learning Opportunities Program** - serves students in grades 4-12 that may benefit from support for academic and social emotional skill set development. These programs and staff are on site and embedded in the culture of school communities. If you have questions about creating such a program for your district, please contact Joe Gage at [jgage@west40.org](mailto:jgage@west40.org) or (708) 638-0299.



Enclosed you will find the Intergovernmental Agreements for fiscal year 2022 between West40 ISC #2 and River Forest School District for the purpose of participating in one or all of the aforementioned programs.

Please ensure a representative from your School Board signs both copies in which your district is participating, and please return one signed copy to West40 ISC #2, 4413 W Roosevelt Road, Suite 104, Hillside, IL 60162 or you may email a copy to Ms. Mirtha Medina at [mmedina@west40.org](mailto:mmedina@west40.org)

We thank you for your continued partnership to serve all young people and families. We stand ready to serve as an extension of your mission and look forward to our continued walk with you in service.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Mark Klaiser".

Dr. Mark Klaiser



**WEST40 REGIONAL SAFE SCHOOLS PROGRAM INTERGOVERNMENTAL AGREEMENT 2021-22**

This Agreement is dated this first day of July, 2021, by and between the West40 Intermediate Service Center ("West 40") and Board of Education, River Forest School District #90, Cook County, Illinois.

**RECITALS**

- A. In 1995, the Legislature adopted Article 13A of the Illinois School Code, the "Safe Schools Law" (SSL).
- B. Pursuant to Section 10 of SSL, West40 is responsible for administering SSL programs within the Intermediate Service Center No. 2 Region.
- C. West40 has submitted a "Regional Safe Schools Program Proposal for the West40 Intermediate Service Center No. 2 Region" (the "Proposal"). A description of the Regional Safe Schools Program is set forth on Exhibit "A" attached hereto and made a part hereof.
- D. River Forest agrees to cooperate with West40 ISC #2 in making its claim for evidence-based funding so that funds will be properly appropriated to West40 for the services provided in this Agreement.
- E. All districts participating in "Regional Safe Schools Program" in the West40 ISC #2 Region shall pay tuition to West40 ISC #2 set forth on Exhibit "B" attached hereto and made a part hereof.
- F. West40 Regional Safe Schools Program operates as established by 105 ILCS 5/13A of the Illinois School Code.

Program capacity is determined by evaluating safety and instructional needs. The program standard is one classroom instructor for every ten students. If enrollment exceeds the acceptable instructor/student ratio or creates a safety concern, then a waiting list may be created.


NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN WEST40 AND DISTRICT # 90, as follows:

**Section 1: Incorporation of Recitals.** The Recitals set forth herein above are incorporated herein.

**Section 2: Agreement to Administrative Transfer of Students.** District agrees to the Administrative Transfer of students to the West40 Regional Safe Schools Program for the duration of the students' enrollment in the Alternative Program.

**Section 3: Term.** This Agreement shall run for the 2021-2022 school term as determined by the West40 Regional Safe Schools Program calendar. Dated this first day of July, 2021.

West40 Intermediate Service Center #2

By:   
Executive Director

Date 5/19/21

Representative of River Forest District #90

By: \_\_\_\_\_  
Superintendent/Board designee

Date \_\_\_\_\_



## **EXHIBIT "A"**

### **West40 Intermediate Service Center #2 Regional Safe Schools Program**

#### **HARBOR Academy High School**

The West40 Regional Safe School-High School, HARBOR Academy, provides academic instruction, academic and personal counseling, service-learning activities, physical education, and college and career directed instruction. These courses are created and taught by members of the West40 Regional Safe School team. Alternative Education Plans, or AEPs, are created by students, parents and HARBOR staff. Social Services are provided by West40 Regional Safe School staff and mental health partnership agencies.

#### **West40 Regional Safe School-Middle School**

The West40 Regional Safe School-Middle School serves students in sixth through eighth grade that fit the Regional Safe School guidelines. These students may be referred by any of the thirty elementary school districts and one unit district located in West Cook County. The West40 Regional Safe School-Middle School Program provides academic instruction, academic and personal counseling, service-learning activities, physical education, and career development instruction. These courses are created and taught by members of the West40 Regional Safe School team. Alternative Education Plans, or AEPs, are created by students, parents and Middle School staff. Social Services are provided by West40 Regional Safe School staff and mental health partnership agencies.



## **EXHIBIT "B"**

### **West40 Intermediate Service Center Regional Safe Schools Program**

#### **Tuition Schedule 2021-2022**

Tuition: \$115.00 per day after initial enrollment

- The 2021-2022 school year constitutes 9.5 months; two and a half weeks in August, one week in June and 9 full months (September through May) not to exceed 180 days.
- Tuition invoices will be calculated based on student enrollment dates.
- Tuition invoices will be sent on a monthly basis.



## **WEST40 HIGH NEEDS ALOP INTERGOVERNMENTAL AGREEMENT 2021-2022**

This Agreement is dated this first day of July, 2021, by and between the West40 Intermediate Service Center ("West40") and Board of Education, River Forest District #90, Cook County, Illinois.

### **RECITALS**

A. The Illinois School Code at 105 ILCS 5/13B et seq. (Alternative Learning Opportunities Law) provides for the operation of alternative learning opportunities programs (ALOP), which are intended to provide youth, who are at risk of academic failure, with the education and support services needed to meet Illinois Learning Standards to complete their education in a safe and secure learning environment.

B. Pursuant to Section 13B-20.10, West40 may, in conjunction with a school district(s), establish a continuum of ALOP services within the Intermediate Service Center #2 Region.

C. West40 has submitted an ALOP proposal for West40 Intermediate Service Center #2 and River Forest District #90, as part of a consortium of school districts. A description of the program West40 High-Needs Alternative Learning Program (HNA) is set forth herein.

D. River Forest District #90, and West40 are authorized to enter into this Agreement pursuant to Article VII, Section 10(a) of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), and does so pursuant to 105 ILCS 5/13B-35.5 and 23 Ill. Admin. Code 240.10.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN West40 AND School District #90 AS FOLLOWS:

### **Section 1 Incorporation of Recitals.**

The Recitals set forth herein above are incorporated herein.

### **Section 2 Scope of Services Provided.**

West40 provides enrolled School District #90 students an alternative learning opportunities program designed to provide support services through a flexible standards-based learning environment, innovative and varied instructional strategies, a student-centered yet technologically-driven curriculum, supplemental social, health and support services and social programs to improve the educational achievement of students who are at risk of academic failure. The West40 HNA is designed to serve students in grades 6-12+ with challenges to learning which include but are not limited to: poor attendance, behavioral referrals, credit deficiencies, and/or poor academic performance. Academic and social emotional support services for students and families shall be provided at the West40 Regional Safe Schools building located at 605 North Hillside Ave., Hillside, IL 60162. Members of the programs include teachers, restorative interventionists, social workers and administrators. West40 Staff along with students, parents/guardians and home schools staff design the student success plans. The success plan's goals are based on assessments of students' educational and social needs. Students receive daily feedback and reflection on these established goals.



### **Section 3 Placement of Students.**

Working with West40, School District #90, will identify students that may be eligible for and would benefit from placement at West40 HNA pursuant to state legal requirements. After School District #90, receives parental consent to share student information with West40 about a potential placement and if there are current openings for the student in the program, a referral form will be completed and submitted to West40. West40 staff will then convene a student intake meeting, at which time HNA placement will be discussed with the student, family and sending district. If all parties are in agreement that HNA referral placement is appropriate, then a Student Success plan will be created collaboratively using the student, parent and sending district input. Administrative transfer papers will be signed by parent, student and sending district prior to admission into the West40 HNA.

### **Section 4 Student Success Plan.**

A Student Success Plan shall be developed for each student based on an assessment of the student's educational and social needs.

The initial meeting and intake will establish:

- 1) the reason the school district referred the student to the program, which shall be consistent with the district's admission criteria developed pursuant to 23 Ill. Admin. Code 242.20(d);
- 2) a determination of the needs and strengths exhibited by the student;
- 3) the expected academic, social and behavioral outcomes to be achieved as a result of the student's participating in the program;
- 4) the assessment procedures to be used to determine the degree to which the student has achieved his or her goals;
- 5) an estimate of the length of time the student is expected to be enrolled in the program;
- 6) a description of the commitments that the student's parent or guardian will make to support the student in successfully completing the program;
- 7) a description of the commitments that the home school will make to support the student in successfully completing the program;
- 8) a description of the commitments that West40 will make to support the student in successfully completing the program

The Student Success Plan shall include the following:

- 1) specify the curriculum and instructional methods to be used in improving the student's educational performance;
- 2) outline the support services needed to remove barriers to learning;



- 3) specify, when appropriate, the career development experiences the student will receive to enhance his or her career awareness,
- 4) set goals to ensure a successful transition back to the regular school program or to post-secondary educational options,
- 5) outline the student's responsibilities under the Plan;

### **Section 5 Student Progress Reporting.**

Each student's progress is evaluated daily using a variety of qualitative and quantitative measures that will be reflected on goal reports. Instructional strategies, resources, and academic and social skill intervention will be adjusted as needed to ensure each student meets all requirements of enrollment. West40 will provide the sending school with goal/grade/attendance reports, on the following timelines:

- 1) High School goal/academic/attendance reports will be sent every four weeks in the form of progress reports for quarters 1 and 3, and goal/grade/attendance reports for semesters 1 and 2;
- 2) Middle School goal/academic/attendance reports will be sent every six weeks in the form of progress reports and goal/grade/attendance reports at the end of each trimester.

### **Section 6 Student Discipline.**

Students enrolled in the West40 HNA program shall be subject to all West40 HNA and home-school behavioral expectations. Consequences for engaging in misconduct will be enforced as per the policies of West40 HNA and home school while participating in the West40 HNA.

### **Section 7 Evaluation.**

West40 HNA and home school shall participate fully in the data collection necessary for measuring the effectiveness of the Program. Data so collected and developed shall be forwarded to West40. West40 will meet with and assist home school representatives in this data collection and share the analysis and evaluation.

### **Section 8 Student Record Confidentiality.**

School District #90 agrees to provide students information for participants enrolled in the West40 HNA related to the development of Student Success Plans and the implementation of those plans with said students and their parents. West40 agrees at all times to comply with applicable federal and state privacy and records laws, including but not limited to: 1. The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 2. The Illinois School Student Records Act, 105 ILCS 10/1 et seq.; and 3. The Illinois Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/1 et seq.





**Section 9 Cooperation regarding Evidence-Based Funding.**

School District #90 agrees to cooperate with West40 in making its claim for evidence-based so that funds will be properly appropriated to West40 for services provided in this Agreement.

**Section 10 Funding.**

Tuition will be paid by School District #90 based on a rate of \$115.00 per day after initial enrollment, not to exceed 180 days. Tuition will be calculated based on student enrollment dates, and invoices will be sent to School District #90 on a monthly basis.

**Section 11 Term.**

This Agreement shall run for the school term as determined by West40 calendar.

West40 Intermediate Service Center #2

By:  5/19/21  
Executive Director Date

Representative of School District #90

By: \_\_\_\_\_  
Superintendent/Board Designee Date