



MADISONCHAMPAIGN



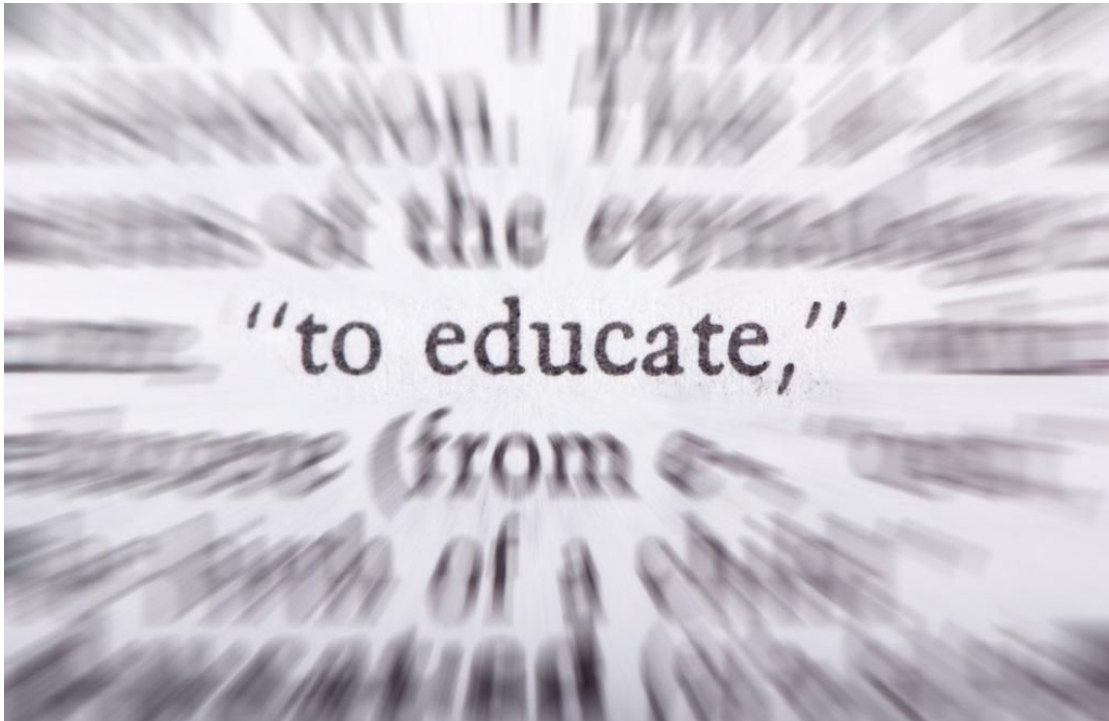
Student/Parent Handbook 2018-2019

Madison-Champaign ESC
2200 S. US Hwy 68
Urbana, OH 43078
(937) 484-1557

Dr. Dan Kaffenbarger, MCEC Superintendent
Sheila Roberts, Director
Terri Mac Donald, Program Supervisor
Carolyn O'Neal, Program Assistant

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B. GENERAL INFORMATION

Site Information

Our program serves students in kindergarten through twelfth grade. We have several classrooms throughout Clark and Champaign Counties where home school districts will transport students to receive services. Student placement is decided based on many factors: home district, age, grade, medical, and academic needs.

1. Therapeutic Crisis Intervention

All of our staff members are trained in Therapeutic Crisis Intervention. This training involves verbal de-escalation and safe physical interventions when a child is hurting themselves or others. TCI is a positive, therapeutic, practical, and proven method for managing young people in crisis.

2. Family Support

We encourage families to feel free to contact us as needed via telephone, email, note or personal conference. We welcome your questions and input and look forward to working with you on meeting the needs of your child.

3. School Supplies

Please send your child to school prepared to learn. Your child's teacher will inform you of the necessary supplies at the start of the year. Please replenish these supplies as needed.

4. Transportation

Students will be transported by their home district to their school of attendance. Students will follow the school calendar of the building they are attending. Home schools will provide transportation based on the calendar of the school of attendance except during instances of inclement weather.

If you experience a problem with transportation, please call the transportation supervisor of your local school district.

<u>Urbana City</u> Dan Leiker or Charlotte Markin (937)653-1411	<u>Triad</u> Matt Mayberry (937)826-1102	<u>Graham</u> Don Burley (937)663-4855
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<u>Mechanicsburg</u> Matt Mayberry (937)834-2453 ext. 140	<u>West Liberty-Salem Salem</u> Linda Harr (937)465-1141	
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5. Visitation

We care about our students and want to keep them safe. Please report to the office upon entering/leaving the building(s) to sign the visitor’s log and to notify the school secretary, regarding your visit. School secretaries will notify the teachers/aides of your arrival/reason for visit.

Instructional time is very important to our students. Please be sure to pre-arrange any visits and/or meetings with staff to discuss your child’s status/progress to ensure staff availability.

6. Community Outings

We recognize community outings as useful and important teaching tools. It is necessary that all students have a signed parental permission slip prior to departure. A parent could be requested to accompany their child in the event of a discipline or serious health situation.

Parents are often needed to help chaperone students on their field trip. Due to the responsibility and obligation of chaperoning, **siblings are not permitted** to attend field trips in or out of town due to the safety of all children. Sometimes community outings are used for the purpose of assessment and parents will be unable to attend these outings. Please be advised that staff will have the proper license to transport students in school vehicle.

7. Graduation

Graduating students, receiving services from the Low Incidence program, have the option of participating in the Madison Champaign ESC Convocation Ceremony and/or walking at their home districts’ graduation ceremony. High School diplomas will be awarded by the home school.

8. Grade Cards and Interim Progress Reports

Grade cards will be distributed at the end of every 9 weeks. Depending on the classroom, these will be mailed or sent home with your child.

Interim Progress Reports will be completed **BASED ON DISTRICT POLICY** If a parent has questions about their child’s progress, he/she should contact their child’s teacher.

9. Reporting Of Suspected Child Abuse Or Neglect

The Ohio Revised Code requires that teachers and other professionals who work with children must report “any wound, injury, disability or condition of

such nature as to reasonably indicate abuse or neglect of the child” to the Children’s Services Board or peace officer of the county in which the child resides. The report will be made immediately by telephone and followed up by written notification. A copy of the complete statute is available upon request.

C. PROGRAM GUIDELINES

1. Dress Code

Students are expected to follow the dress code of the building in which they are attending. Each student will be given a school handbook where these guidelines are listed.

* Any student not adhering to the dress code will be asked to change their attire. Staff will contact parents/legal guardians to bring in appropriate attire for students not adhering to the school dress code.

2. Tobacco Policy

It will be the policy of our program to follow the tobacco laws concerning youth. If your student is found with tobacco products and/or smoking on school property, staff will contact the student’s home school district to discuss consequences.

3. Lunch

Students may purchase breakfast (if available at their school) and/or a school lunch. Free and reduced breakfast/lunch arrangements will be honored. The cost of the breakfast/lunch will be based on the prices of each individual school district.

If you bring/pack your child’s lunch, fast food items and soda pop are not allowed.

***Please refrain from packing items that will require the use of a microwave.

4. Medication

a. “Over the Counter” Medications

Staff cannot administer any “over the counter” medication to students. This includes cough medicine, aspirin, cough drops, etc. Over the counter medications can be administered with a doctor’s orders.

b. Prescribed Medications

Some medication regimens necessitate the administration of medication during school hours. Safe and effective administration of medication requires adherence to the following guidelines:

1. The parent or guardian must provide the completed Authorization to Administer Medication Form (signed by physician) for school personnel to give any medication.

2. Medication must be brought to school in a container appropriately labeled by the physician, pharmacy or manufacturer.
3. Parents must bring prescription medication to school and provide the secretary with medication instructions. **Do not send medication on the bus with your child.**
4. Medication may only be administered to a student if the Authorization to Administer Medication Form is in the student's file and signed by parent and physician.

* **The Authorization to Administer Medication Form is available from the building nurse at the school your child is attending. If your child attends a separate facility, please contact our program nurse, Mona Eubank, at mona.eubank@mccesc.org for your copy of a prescription/medication treatment form.**

5. School Closings/Delays

Students will follow the calendar for the school in which they are attending. In cases of inclement weather, students need to watch for both their home school and attending school information. If either is closed or delayed your child will follow that closing or delay. More specifically,

- a) If your home school is closed and your child's attending school is open, follow your home school schedule. Parents may provide their own transportation to and from attending school.
- b) If your home school is open and your child's attending school is closed, students stay home unless your home school notifies you of an alternate plan for that day.
- c) If your home school is delayed and your child's attending school is not delayed, follow your home school schedule. Students arriving late to their attending school will not be counted as truant.
- d) If your home school is not delayed and your child's attending school is delayed, your home school district will provide transportation after the delay.

6. Late Arrival and Departure Procedures

a. Late Arrivals

Parents/Guardians must escort students to the office to be signed in for the day. The school secretary will then escort students to their classrooms or call the classroom for an escort to come to the office. Parents must submit notes to the secretary/teacher regarding the reason for their child's late arrival.

b. Early Departures

Parents/Guardians must send in notes with students or to contact the secretary directly) regarding the reason for their child's early dismissal.

Upon picking up students, parents/guardians must report to the office to sign their child out of the building. The secretary will call the classroom to notify the teacher of your arrival and your child will be escorted to the office for dismissal.

7. Attendance Policy

a. Excused and Unexcused Absences and Tardiness

In accordance with statute, the Superintendent shall require from the parent of each student or adult who has been absent from school or from class for any reason, a written statement of the cause for each absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single or prolonged absence.

Repeated infractions of Board policy on attendance may result in disciplinary actions being taken including, but not limited to suspension or expulsion.

All make-up work will be completed within the same number of school days as absences plus one school day.

The Board considered the following factors to be reasonable legitimate excuses for time missed at school:

- A. personal illness (a written physician’s statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum of four (4) days per school year) to participate in a Center--approved enrichment or extra-curricular activity
Any classroom assignment missed due to the absence shall be completed by the student.
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

In accordance with statute, the Superintendent shall require from the parent or responsible adult of each student who has been absent from school or class for any reason, a written statement of the cause of such absence. Failure to provide a written excuse within three (3) days will classify the absence as unexcused.

Excessive unexcused absences and unexcused tardiness may be grounds for intervention or disciplinary action as appropriate, and may result in a court referral.

After six (6) excused absences, the Madison-Champaign ESC LI Program Supervisor will require a doctor’s statement for further absences due to personal illness.

1. Doctor's notes are to be provided within three (3) days of a student's return from an absence requiring a doctor's excuse.

(Unless the Principal determines extenuating circumstances to justify additional time for providing said doctor's excuse.)

A student shall not be considered truant under this policy if:

1. He/she is enrolled and attending another public or non-public school.
2. He/she is receiving an approved program of home instruction.
3. He/she is fourteen years of age or older and performing necessary work directly and exclusively for his/her parents or guardian.
4. He/she has been suspended or expelled from school.

8. Truancy

a. Habitual truant: a habitual truant is a student of compulsory school age who is absent without legitimate excuse from the school the student is supposed to attend for:

- 1) Five or more consecutive unexcused days
- 2) Seven or more school days in one school month
- 3) A total of twelve (12) or more school days in one school year.

b. Chronic Truant: A chronic truant is a student of compulsory school age who is absent without legitimate excuse from the school the student is supposed to attend for:

- 1) Seven or more consecutive school days
- 2) Ten or more school days in one month
- 3) Fifteen or more school days in one school year

9. Attendance/Tardy Procedures

When a student is absent from school, a parent/guardian is to phone the school by **9:00 a.m.** that morning explaining the reason for the absence. If this is not done, the student must give the teacher a written excuse signed by the parent/guardian upon returning to school. If a parent has phoned in, no note is required.

- a. Students arriving up to one (1) hour after the start of school day will be recorded as either "Excused Tardy" or "Unexcused Tardy". Excessive unexcused tardiness may result in a referral to the truancy officer.
- b. Students arriving after one (1) hour from the starting time of school will be record as ½ day absent
- c. Students signed out one (1) or more hours within the school day will be recorded as ½ day absence.
- d. Students missing 3 ½ or more hours of the school day will be recorded as a full day absent.

A tardy is excused when pre-arrangement has been made with the office for legitimate

excuses as listed in this policy. There may be legitimate reasons for students to leave school during the day for scheduled appointments. Whenever possible, parents should make medical appointments when school is not in session.

Computer Network and Internet Acceptable Use Policy

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the Educational Service Center.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g. software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; including sexting; fraud; sale of illegal substances and goods).
 1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 2. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyber bullying is prohibited. "Cyber bullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites,) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]
Cyber bullying includes, but is not limited to the following:
 - 1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 - 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - 3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - 4. posting misleading or fake photographs of students on websites.
- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

- J. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources.
- K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- L. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- M. Students must secure prior approval from a teacher or administrator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- N. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or administrator. All such authorized communications must comply with these guidelines.
- O. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to access, monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- P. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- Q. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- R. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246
20 U.S.C. 6777, 9134 (2003)

Approved 7/01
Revised 10/26/09

E. Annual Notices

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

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NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (INCLUDING TITLE VI, TITLE VII, AND TITLE IX)

Nondiscrimination

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex () (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs or activities. () In addition, the Board does not discriminate in its educational programs or activities on the basis of sexual orientation or transgender identity.

The Board also does not discriminate in its employment policies and practices as they relate to students and does not tolerate harassment of any kind.

Equal educational opportunities are available to all students, without regard to race, color, national origin, sex () (including sexual orientation or transgender identity), disability, age

(unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), religion, ancestry, () sexual orientation or transgender identity, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs

shall be designed to meet the varying needs of all students.

Complaint Procedure

If a person believes that s/he has been discriminated against or denied equal opportunity or access to the District's programs, activities or services, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person(s) is/are designated as the District's Civil Rights Coordinator:

Title: _____

School: _____

Address: _____

Phone: _____

Fax Number: _____

E-mail: _____

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

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Internal Complaint

A person who believes s/he has a valid basis for a complaint may discuss the matter, informally and on an oral basis with the District's Civil Rights Coordinator, who will investigate the complaint and respond in writing to the complainant. If the informal procedures, do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

Step 1

Investigation by the District's Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint (Form 2260 F1) with the District's Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within fifteen (15) school days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District's files and records relating to the complaint.

[OPTION #1]

Step 2

Appeal to the Superintendent: If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the Coordinator's response. The Superintendent will review the case, may conduct an informal hearing, and will notify the complainant in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3

Appeal to the Board of Education: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) school days of his/her receipt of the Superintendent's Step 2 response. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

[NOTE: END OF OPTION #1]

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[OPTION #2 (Superintendent as CRC)]

Step 2

Appeal to the Board of Education: If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Board of Education within five (5) school days of his/her receipt of the Superintendent's response. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

[NOTE: END OF OPTION #2]

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of the internal complaint procedures is not a prerequisite to the pursuit of other remedies. The Civil Rights Coordinator will provide a copy of the District's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Right Coordinator's office.

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawfully by any Federal civil rights law, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

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Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the Madison-Champaign Educational Service Center receives a request for access.

Parents or eligible students should submit to the Madison-Champaign Educational Service Center Low Incidence Supervisor, a written request that identifies the record(s) they wish to inspect. The supervisor will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Madison-Champaign Educational Service Center Low Incidence Supervisor to amend a record that they believe is inaccurate or misleading. They should write the Madison-Champaign Educational Service Center Low Incidence Supervisor, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the director decides not to amend the record as requested by the parent or eligible student, Madison-Champaign Educational Service Center will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Champaign County Board of Developmental Disabilities or Madison-Champaign ESC as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Champaign County Developmental Disabilities Board or Madison-Champaign ESC Board; a person or company with whom the Champaign County Board DD or Madison-Champaign ESC has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Madison-Champaign Educational Service Center will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the MADISON-CHAMPAIGN EDUCATIONAL SERVICE CENTER to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920*

E. . Handbook Consent Form

_____ I have read and understand the Madison-Champaign Educational Service Center Low Incidence Program Parent/Student Handbook and my child and I agree to abide to the policies within and to the Computer Network and Internet Acceptable Use Policy.

_____ I am requesting an opportunity to review this information with a staff member.

Student's Name

Parent/Guardian Signature

Date

Please return within one week of receiving this handbook.