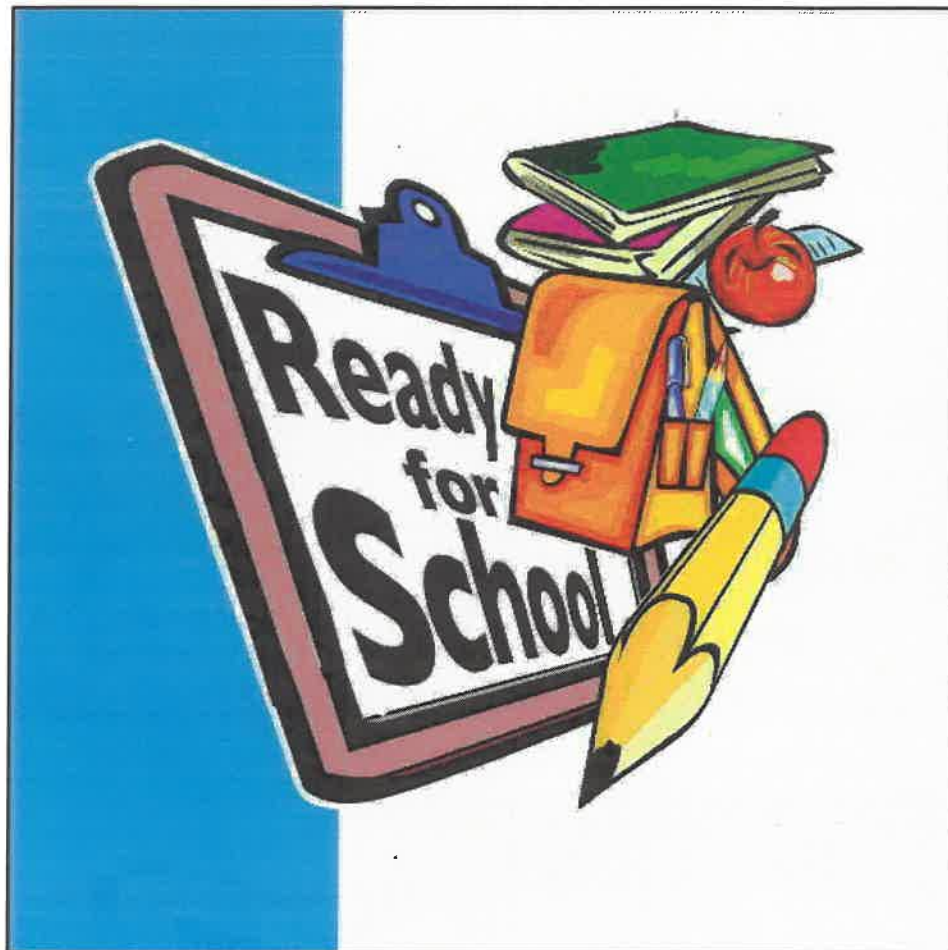


Mac-A-Cheek Learning Center



Parent-Student

Handbook

2021-2022

Welcome to the 2021-22 School Year!

Welcome to the 2021-22 school year. After the challenges of the 2020-21 school year, we are looking forward to an exciting school year and to working with each of our students and their families.

Please read this handbook and review it with your child. Answers to questions you have may be included in the handbook; the handbook will also give you an idea of the school's structure. If you have any further questions, feel free to call the school at 937-404-1263.

The Mac-A-Cheek Learning Center is located at 1130 West Sandusky Avenue in Bellefontaine, OH. Each classroom in the school has one certified teacher, 8-12 students, and a certified assistant. Often the classrooms also have "one-to-one" assistants who have been assigned to work with individual students by IEP teams. Mac-A-Cheek has a full time school social worker/licensed counselor, a full-time physical education teacher, and a part-time career education teacher on staff.

The goal of our school is to help students learn how to manage their behaviors and then transition back to the regular public school setting. Students may transition back to their home school when they have met the goals on their Individualized Education Plan and the IEP team has agreed that this is appropriate for the student.

School information and forms can be accessed on our website:

<http://www.mccesc.org/2/home>

I look forward to seeing you and working with you throughout the school year.

Sincerely,

Mary Mitchell
Principal

SCHOOL AND STAFF CONTACTS

937-404-1263

937-292-7035 (fax)

Superintendent: Dr. Daniel Kaffenbarger - daniel.kaffenbarger@mccesc.org

Principal: Mary Mitchell - mary.mitchell@mccesc.org

Secretary: Michelle Yocom - michelle.yocom@mccesc.org

Physical Therapists: Lori Perkins - lori.perkins@mccesc.org

School Social Worker: Angie Hackley - angela.hackley@mccesc.org

School Nurse: Lorraine Townsley - lorraine.townsley@mccesc.org

Speech Therapist: Jamie Alexander - jamie.alexander@mccesc.org

Occupational Therapist: Sheri Walbright - sheri.walbright@mccesc.org

Occupational Therapist: Mindy France - mindy.france@mccesc.org

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INTRODUCTION

Mac-A-Cheek Learning Center is a separate facility for students in grades K-12. The program addresses behavioral and emotional concerns that interfere with the students' abilities to learn in a regular public setting. Many of the students educated at Mac-A-Cheek are not able to maintain satisfactory interpersonal relationships with peers and adults. Mac-A-Cheek provides direct instruction on social and behavioral skills through Affective Education to help the students be more successful in all aspects of their lives

HISTORY

Mac-A-Cheek Learning Center evolved over the years from three separate educational programs. The facility began with Adriel School, a private, not-for-profit organization. Located in West Liberty, Adriel was a residential setting for troubled youth and also provides educational services on its campus. Two other programs, the Circle School in Urbana and CLC from Shelby County, combined to create Mac-A-Cheek Learning Center. Mac-A-Cheek Learning Center educates students from the surrounding counties of Champaign, Logan, Shelby, Hardin, and Union counties. Many of the children have social and emotional concerns and need a highly structured facility to be successful in school.

In August 2018, the MCCESC opened Mac Central. This program is located in Urbana and provides classrooms to help students from Champaign County transition back to the general education setting.

STUDENT ATTENDANCE (Madison Champaign ESC Policy 5200)

Classes begin at 8:00 and dismiss at 2:45. Students cannot arrive before 7:50 a.m

The educational program offered by this Center is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the Center during the days and hours that the Center is in session or during the attendance sessions to which s/he has been assigned. A student in grades nine (9) through (12) may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

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

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at the Center:

- 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. observation or celebration of a bona fide religious holiday

- F. out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a Center--approved enrichment or extracurricular activity.

Any classroom assignments missed due to the absence shall be completed by the student.

- G. such good cause as may be acceptable to the Superintendent

- H. medically necessary leave for a pregnant student in accordance with Policy 5751

- I. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

TRUANCY

Regular student attendance is vital in order for students to make academic and behavioral progress. Mac-A-Cheek's student attendance and truancy rules are aligned to Ohio HB 410, which dictates the number of hours students may be absent before they are determined to be truant. A student shall be considered truant each day s/he is absent without excuse from his/her assigned location. Excused and unexcused absences, out of school suspensions, vacations, and religious events apply toward allowable absences.

After a student has reached allowable absences as determined by Ohio HB 410, a physician's excuse or court documentation must be provided to the school within three days of the absence. Any absence that is not excused by physician or court documentation will be counted as unexcused. Excessive unexcused absences may result in truancy charges with juvenile court.

A student will be considered **habitually truant** if the student is absent without a legitimate excuse for:

1. thirty (30) or more consecutive hours
2. forty-two (42) or more hours in one (1) school month
3. for seventy-two (72) or more hours in one (1) school year.

A student will be considered **excessively absent** if the student is absent without a legitimate excuse for:

1. thirty eight (38) or more hours in one school month
2. sixty five (65) or more hours in one school year

Legitimate excuses for the absence of a student who is otherwise habitually or truant include but are not limited to:

- A. the student was enrolled in another center;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of the Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program
- B. provide counseling to the student
- C. request or require the student's parent(s) to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action
- G. assignment to an alternative school (Note: If the Center has established an alternative school, it must appear as an alternative intervention strategy.)

EXCUSED ABSENCES

Students are expected to meet the attendance requirements in HB 410 and may not be absent for more hours than outlined in this law school for reasons other than those excused in writing by a physician, therapist/counselor, or with court documentation. The physician's written excuse or court documentation must be received within three days of the absence. Each absence after the student meets a HB 410 threshold will be counted as an unexcused absence unless a written excuse from a physician, therapist/ counselor, or court. All time missed will be rounded up to the nearest quarter of an hour (15 minute interval).

UNEXCUSED – UNAUTHORIZED (U) ABSENCES

Unexcused absences include (but are not limited to) the following:

- | | |
|-------------------|---|
| A. car trouble | G. haircut and beauty shop appointments |
| B. oversleeping | H. suspension from school |
| C. missed the bus | I. truancy |
| D. babysitting | J. hunting |
| E. shopping | K. other absences not listed as excused |
| F. stayed up late | |

If a student is “habitually truant” or “excessively absent” and the student's parents, guardians, or custodians have failed to cause the student's attendance, a complaint shall be filed with the Judge of the Juvenile Court.

The Principal may also take any of the following intervention actions:

- A. Assign the student to a truancy intervention program
- B. Provide counseling to the student
- C. Request or require the student's parent to attend a parental involvement program
- D. Request or require a parent to attend a truancy prevention mediation program
- E. Notify the Registrar of Motor Vehicles of the student's absences
- F. Take appropriate legal action
- G. Assignment to an alternative school (Note: If the Educational Service Center has established an alternative school, it must appear as an alternative intervention strategy.)

REPORTING ABSENCES

Parents are required to do two things when a student is absent from school:

1. Call the school by 9:00 a.m. the day of the absence at 937-404-1263.
2. Students must bring a parent's written excuse the day s/he returns. The homeroom teacher notifies parents and issues a warning after two unexcused absences a grading period.

EARLY DISMISSAL (Madison Champaign Policy 5230)

Students, including students who are 18 years of age, who wish to leave the building early must bring a written consent from parents to the office before the start of the school day. The note, signed by the parent or guardian, should give the reason for leaving, the time when the student is to leave as well as the name of the person who will be picking the student up from school. All students must sign out in the office before leaving. A student leaving before 1:45 p.m. will be considered a half day absent.

ARRIVAL & DISMISSAL

Students should not walk to or be dropped off at school before 7:50 a.m. This is to protect children from injury due to lack of supervision. We do not accept responsibility for your child's supervision prior to 7:50 a.m. if they are dropped off without prior arrangements being made with the Principal. The school day ends at 2:45. **All students not riding buses must be picked up by 2:45.**

TARDY TO SCHOOL OR CLASS

Any unexcused tardy will result in no points being earned during the time s/he is absent from class. Any unusual problems pertaining to tardies will be handled by the administration as the emergency arises. A student will be considered tardy to school when s/he arrives after 8:10 in the morning and before 9:00 a.m. A student arriving at school after 9:00 a.m. will be considered a half day absent. Any student leaving before 1:45 p.m. will be considered a half day absent.

VACATION

Extended vacations during the school year are discouraged. Absences due to vacation must comply with Mac-A-Cheek guidelines for excused absences. Any absences due to a family vacation are applied to the permitted hours a student may be absent without a written excuse from a physician, therapist/counselor, or court, as long as the parent/guardian notifies the school office by a Vacation Request Form at least one week prior to the start of the vacation. Once a student has been absent for the number of hours allowable by HB 410, all absences for vacation will be unexcused. Vacation days used during the weeks statewide testing required for graduation **will not** be excused. Vacation Request Forms may be obtained from the school office.

MAKE-UP OPPORTUNITIES (Madison Champaign Policy AG5200)

Students will be given the opportunity to make up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence. A student wishing to make up work should contact his/her teacher to obtain assignments.

STUDENT HEALTH AND MEDICAL NEEDS

HEALTH SERVICES (Madison-Champaign ESC policy 5310)

Students may be required to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. verify that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. Verify that the learning potential of each child is not lessened by a remediable physical disability.

Parents need to provide or be required to provide:

- A. dental examinations;
- B. tests for communicable disease;
- C. vision and/or audiometric screening;
- D. scoliosis tests

MEDICAL FORMS (Madison Champaign ESC policy 5341)

Emergency Medical forms are required to be completed for each student. These forms are provided to parents during the first week of school. Whenever a child becomes ill or has an accident that may require attention, we will call the parents or the alternate person listed on the emergency sheet. It is very important that the school has at least two (2) numbers available in order to contact you or an alternate person.

Parents are asked to fill in the form promptly. The school will adhere to the instructions on the Authorization Form. Students cannot participate in field trips if medical forms are not returned.

MEDICATION (Madison Champaign ESC policy 5330)

The law prohibits unauthorized personnel from dispensing any type of medication. All medicines, both prescription and over-the-counter aspirin, cough drops, or allergy medicines, should be brought to the office so that they may be dispensed by the authorized person. Before any prescription medication may be administered to any student during school hours, the parent or guardian must sign a written request that the drug be administered as prescribed by the physician. Also, a statement must be signed by the physician. All medication must be brought to the school in the original container by the parent or guardian. Students must not transport medication. Excess medication must be picked up by the parent at the end of the school year or the end of the medication, whichever is earlier. If it is not picked up, it will be disposed of properly. **Non-prescription medication will not be given by school officials without a statement signed by the physician.**

IMMUNIZATION (Madison Champaign ESC Policy 5320)

In order to safeguard the school community from the spread of certain communicable diseases, all students are required to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. A student who has not completed immunization may not be admitted to school except as is consistent with the law.

CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS (Madison Champaign ESC policy 5335)

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designated instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) so that they have the same access to an education as students without disabilities. Such accommodations/modifications/ interventions will be provided pursuant to a Section 504 Plan.

Chronic health conditions, for the purposes of this policy, shall include:

- A. "peanut" and other food allergies;
- B. allergies;
- C. asthma;
- D. diabetes;
- E. seizures

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 and Policy 8350.

SCHOOL MEALS

All students, regardless of their family's income, will receive free meals during the 2021-22 school year through the U. S. Department of Agriculture National School Lunch Program.

Applications for free or reduced lunches are sent home at the beginning of each school year. These forms are to be returned to school before the end of the first 30 days of school. Applications can be requested from the school any time there is a change in income. NOTE: If you think you may be eligible but do not wish to participate, it is still important that you complete the form and return it to the school. Funding is based on the number of students who qualify for this program, not just the number who participate.

Breakfast/lunch menus will be sent home with the students each month.

Breakfast – Breakfast is available for purchase each morning in the student's classroom. ~~Breakfast costs \$1.00 per day, reduced breakfast costs \$0.25.~~

* **Breakfast will not be served at school on 2 hour delay days.**

Lunch – Nutritious lunches are prepared and served each day. The cost of lunch is established by the Board of Education for each school year. ~~Lunch costs \$3.25 per day (including milk), reduced lunch costs \$0.40.~~

A second breakfast or lunch may be purchased each day at full price for **ALL** students (even those that qualify for free/reduced).

Packed Lunches – Packed lunches may be brought to school. Milk may be purchased for \$0.35. Students are not permitted to bring soda, pop, or energy drinks for lunch. Any drink brought to school by a student must be unopened when the student arrives at school.

PLEASE NOTE: When students are on class trips over lunchtime, a sack lunch will be provided.

Procedure for Collecting Money – Breakfast and lunch money will be collected in the individual classrooms each morning. Students may pay daily or pay in advance for an extended period of time. Cash or checks are permitted. Parents of paying students will receive an email (as long as the school has been provided with an email address for the parent) when their child's account falls to a negative balance.

Charges/unpaid meals - Students may incur up to 2 charges. Students will be provided either a peanut butter sandwich and milk, or an extra breakfast item and milk, after that point.

The district Wellness Policy is available at our website <http://www.mccesc.org>, or printed copies may be requested. Parents are encouraged to be an active part of the Wellness Committee. If you are interested in participating, please contact the school.

TRANSPORTATION

Transportation from home to school and back is the responsibility of the student's home school district. Students are expected to follow the bus rules of their home school district.

A student may be suspended from transportation privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student

Code of Conduct/Student Discipline Code.

Students on a bus or other authorized Governing Board transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the establishment regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

If a student misses his/her bus ride home, the parents are responsible for picking the student up and transporting him/her home. It is our intention to send students home on the bus; however, a student who is out of control or extremely defiant when the bus arrives will not be allowed to board the bus. The parent/guardian will be responsible to get the student home. Students who serve after-school detention are to be picked up by their parents. Parents will be notified of the after-school detention 24 hours before the detention unless an agreement is reached otherwise between staff and parent.

Students may not ride another bus or be picked up by anyone other than the custodial parent without permission by the parent and permission of the transportation supervisor. Students walking to school or being transported by parents should arrive at 8:00 a.m. and be picked up by 2:45 p.m.

USE OF MOTOR VEHICLES BY STUDENTS (Madison Champaign ESC Policy 5515)

Students are not allowed to drive to school. If there are special circumstances that necessitate a student driving to school, the student may request permission to drive to school in writing by completing a Driving Request Form, which can be obtained from the school office. . The student must show proof that he/she is a licensed driver and has liability insurance. The request to drive to school will be reviewed by the Principal, MCCESC Superintendent, and the High School Principal of the student's home school district. If consent is given for a student to drive to school, the student may not transport any other Mac-A-Cheek students to school. The student will be assigned a parking spot and must abide by all guidelines for parking on school property. This privilege may be revoked if the student's behavior results in any disciplinary action.

USE OF BICYCLES (Madison Champaign ESC Policy 5514)

Students are permitted to ride a bicycle to and from school. The student and his/her parents accept responsibility of care of property, safety of rules, and show courtesy and consideration toward others. If a student violates the safety rules this privilege may be revoked by the principal. The Board will not be responsible for bicycles which are lost, stolen or damaged.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES (Madison Champaign ESC Policy 5610.04)

Students on a bus or other authorized Governing Board transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated Educational Service Center personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated Center personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated Center personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

WORK PERMITS

Work permit applications must be secured through the home high school office. Students seeking work permits should contact the guidance office of their home school.

MENTAL HEALTH SERVICES

Students having difficulties emotionally coping with various situations that arise in their lives may need the services of a counselor. Mac-A-Cheek Learning Center has employed a School Social Worker/Licensed Counselor. Students may be referred by staff or parents to speak with a counselor. If you would like your child to talk to either the School Social Worker/Licensed Counselor, please call the school at 937-404-1263 and let either his/her teacher or the principal know. If you do not want your child to talk to a counselor for any reason, please contact the school and inform Michelle Yocom, school secretary or Mary Mitchell, Principal.

INCLEMENT WEATHER

If the weather results in a school delay or cancellation, parents and students will be notified using the One Call Now calling system, provided that you have completed and returned the One Call Now form included with this handbook. If school is delayed two hours, children should not arrive until 10:00 AM. This includes both students who walk to school and those are dropped off by parents.

If students would be dismissed early due to inclement weather, we will follow the Early Dismissal Plan forms and make sure your child follows that plan. If there are any questions about where your child goes, we will try to contact you or a designated adult about where your child needs to go. You will also receive an all-call informing you of the early dismissal.

If school is to be delayed or closed because of severe weather, families will be notified using the One Call Now system. Radio stations WPKO– 98.3 FM in Bellefontaine; WBLL – 13.90 AM in Bellefontaine will also broadcast the changes. (Note: If your student’s home school is closed **due to weather**, there will be no transportation to Mac-A-Cheek and your student is excused that day.) Bellefontaine City School will deliver lunches to Mac-A-Cheek for the 2021-22 school year, so if Bellefontaine City Schools is closed, Mac-A-Cheek Learning Center will likely be closed as well.

SCHOOL SUPPLIES AND FEES

Basic supplies are the responsibility of the student. Lists are sent from individual teachers. It is not the responsibility of the school, the teachers, or the child’s friends to furnish such basics as pencils, paper, or crayons. Supplies do not last indefinitely, so please ask students frequently if they need replacements. **We do ask that all students bring in:**

- **antibacterial wipes**
- **box of Kleenex**
- **roll of paper towels.**

Students are permitted to bring backpacks or book bags to school. These backpacks or bags must be made of mesh or clear, “see-through” plastic however.

Student fees change from year to year and classroom to classroom. Students will be informed of any fees during the first week of school.

CARE OF SCHOOL PROPERTY (Madison Champaign ESC Policy 5513)

School property must last for a long time; therefore, students must show regard for it. Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over 18 years of age shall also be liable for damage they cause. Fines may be imposed for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings. The Principal may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature. A reward may be offered by the Board for the apprehension of any person who vandalizes school property. In cases of extreme and expensive damage, the police may be called and charges filed. School vandalism is a felony offense.

NON-EDUCATIONAL ITEMS

Students may not bring non-educational items to school without teacher approval. Students who bring lunch money are to give it to the teacher assistant first period. Non-approved, non-educational items may be taken by teaching staff, kept for a specified amount of time, and returned to their parents.

TEXTBOOKS AND WORKBOOKS

Textbooks may be furnished to each student at the beginning of the school year. Students are expected to take reasonable care of the books assigned to them. Fines for lost or damaged books are paid in the office. The following schedule applies to lost books or those damaged beyond repair:

- | | |
|------------------------------------|------------------------------------|
| 1 year old book: 10% off book cost | 2 year old book: 20% off book cost |
| 3 year old book: 30% off book cost | 4 year old book: 40% off book cost |
| 5 year old book: 50% off book cost | |

Book fines will never be less than \$1.00.

GRADING SCALE

The Mac-A-Cheek Learning Center’s grading scale is established by the Madison-Champaign County Educational Service Center and is as follows:

- | | |
|--------------|---|
| A+ = 101-104 | |
| A = 93-100 | E = Student achieving at ability, but not passing |
| A- = 92-90 | S = Satisfactory |
| B+ = 89-87 | U = Unsatisfactory |
| B = 86-83 | I = Improving |
| B- = 82-80 | P = Practice needed |
| C+ = 79-77 | |
| C = 76-73 | |
| C- = 72-70 | |
| D+ = 69-67 | |
| D = 66-63 | |
| D- = 62-60 | |
| F = 59-0 | |

CALCULATION OF GPA

High school students’ GPA will be calculated using a 4-point scale. Students’ final grades in each course will be used to calculate GPA. If a student enrolls at Mac-A-Cheek in the middle of a school year, grades from the student’s previous school will be accepted and used to calculate a final grade for the school year.

Grades	Grade Point Equivalent
A	4.00
A-	3.67
B+	3.33
B	3
B-	2.67
C+	2.33
C	2
C-	1.67
D+	1.33
D	1
D-	.67
F	0

If parents have questions about grades (or any concerns), please consult your child's teacher to schedule a conference.

PROGRESS REPORTS

IEP Progress reports will be sent to the parents of each student quarterly. These reports provide information on the academic and behavioral progress of the student during the previous period. Parents may call the student's teacher if they have questions or concerns about these reports. Review of progress reports will be sent home to inform parents of the progress the student is making toward IEP goals.

MAC-A-CHEEK POINT/LEVEL SYSTEM

The effectiveness of Mac-A-Cheek's Point and Level System depends on the effective teaching of appropriate behaviors and consistent implementation of positive and negative reinforcers.

Principles that must be applied in the use of the Mac-A-Cheek Learning Center Point & Level System are:

1. Reinforcement should be immediate and consistent.
2. Points are earned by the student. Points are not "given" by staff. Points are not to be construed as a reward for positive behavior or the punishment for negative behavior.
3. Student behaviors will be categorized into three categories: Performance of Task, Response to Authority and Structure, and Social Skills & Behavior.

Performance of Task(PT)

- A. Complete assigned task to best of ability within allotted time
- B. On-task behavior and actively engaged in instruction.
- C. Use free time wisely & constructively
- D. Be responsible for self, belongings, and school work

Social Behaviors (SB)

- A. Respect others by using appropriate interactions, courtesies, manners and language.
- B. Respect others' personal space & belongings.
- C. Share classroom supplies, equipment, and resources.
- D. Express personal feelings and emotions in an appropriate manner.

Response to Authority (RA)

- A. Be on time.
- B. Stay within assigned boundaries.
- C. Follow school and classroom rules.
- D. Respect Staff (appropriate voice tone, eye contact, verbal, and nonverbal language).
- E. Accept feedback and consequences for behaviors.

Individual Goals (IG)

- A. Each student will have the following two goals based on PBIS.
 - a. Be Respectful
 - b. Be Responsible
- B. Points for these goals will be awarded:
 - Y (1 pt) = Yes, student met the goal
 - N (0 pt) = No, student did not meet the goal

Guidelines for Earning Points that Reflect Student Behaviors

1. Staff will initial each period on the point sheet after points are documented on the point sheet. **Points may not be written on the point sheet until after the time period for which students have earned the points.**
2. Students earn "2" points when they meet expected behavior standards.
3. Students earn "1" point for below expected behavior. A reason for the "1" must be written on student's point sheet.
4. Students earn a "0" when they have not demonstrated expected behaviors during the period. Reasons for the "0" must be written on student's point sheet.
5. Students earn "3" points when they demonstrate behavior above expected behaviors. A reason for the "3" must be written on student's point sheet or the "3" will not be counted. If a student earns 3s on a daily basis, this student should be considered for Graduate Level or returning to the typical school environment. 3's are for exceptional behaviors, **not** tasks, such as providing extra help to the teacher. Students cannot earn more than 2 per day.
6. Students **cannot** earn more than 3 points (no 4, 5, 6, etc.)

Staff Responsibilities

The homeroom teacher is responsible for filling out goals, levels, and steps on each of their student's point sheets daily. Homeroom teacher is responsible for monitoring and tracking each of their students through the weekly steps and levels. This responsibility may be delegated to the classroom assistant but only after the classroom staff has met to discuss the procedures and expectations for this. Teachers should review this frequently and discuss any concerns and issues as they develop.

Homeroom teacher should give two copies of the point sheets to the student. The white copy of the point sheet is for the student to take home. The blue copy is for the student to keep for MACAW sales (provided the student was on blue card that day). The yellow copy is for the teacher to keep.

Apprentice Level

Privileges

All privileges may be withheld at the discretion of staff , if classwork is not completed, or if the student is on Green Card.

Blue Card:	73-80 points	Recesses when available MACAW sales Friday activities Earn one additional Blue Card for moving up one step
Green Card:	-8 points or below	Recesses when available MACAW sales All privileges may be withheld at the discretion of the teacher/ principal

Progressing through Apprentice Level

Students earning 3 blue cards in a week:	Advance 1 step
Students earning 80 Restriction Points in a week:	No drop in step
Students earning 160 Restriction Points in a week:	Drop 2 steps
Students earning 240 Restriction Points in a week:	Drop 3 steps
Students earning 320 Restriction Points in a week:	Drop 4 steps
Students earning 400 Restriction points in a week:	Drop 5 steps

In determining progression of levels, the total level of Restriction points earned in a week, take precedence over the number of blue cards a student earns.

Students with a 1:1 aide must apply and be approved by the Graduate Level Committee to reach Scholar status.

Scholar Level

Privileges

Scholar students earn all privileges awarded to Apprentice students. All privileges may be withheld at the discretion of staff , if classwork is not completed, or if the student is on Green Card.

Additionally, they may earn:	Friday Scholar-Only Activities on and off campus Scholar Gym Scholar Lunch Participation in the Work Program Ability to bring non-educational objects to school with teacher permission Earn two blue cards for moving up one step
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Students with a 1:1 aide must apply and be approved by the Graduate Level Committee to reach Scholar status.

Progressing through Scholar Level

Students earning 4 blue cards in a week:	Advance 1 step
Students who do not advance a step for 2 consecutive weeks:	Drop 1 step
Students who earn 80 Restriction points in a week	Drop 1 step
Students who earn 160 Restriction points in a week	Drop 2 steps
Students on Scholar 1-6 Levels who earn 240 or more restriction points :	Drop to Apprentice 5
Students on Scholar 7 who earn 240 or more restriction points in one week:	Drop to Scholar Level 1

In determining progression of levels, the total level of Restriction points earned in a week, take precedence over the number of blue cards a student earns.

Graduate Level (off point sheet)

Criteria for a student to earn Graduate Level

- The student must be on Scholar Level 7 for 9 consecutive weeks.
- Approval by a committee made up of the classroom teacher, head teacher, principal, PE teacher, and any other staff member designated by the principal.
- Students will present evidence to the staff to advocate for being placed on Graduate Level. Student presentations may be made in person, on video, or in writing.
- Students who earn 80 Restriction points drop to Scholar 7 immediately but may advocate to the Graduate Committee at the next scheduled meeting to remain on Graduate level.
- No student with a 1:1 aide will be able to earn Graduate Level status.

Privileges

- All privileges earned by students at the Scholar Level.
- Lunch off campus one time per quarter.
- Students will be given a \$1.00 certificate each Monday to be used in the MACAW.
- Graduate-Level only items to purchase at MACAW.
- May purchase lunch at MACAW
- Member of Graduate Level Leadership Committee to plan building activities.

Maintaining Graduate Level Status

A student will remain at Graduate Level unless the student earns restriction points.

Students who 80 Restriction points:	drop to Scholar 7 immediately
Students who earn 160 Restriction points:	drop to Scholar 5 immediately
Students who earn 240 or more Restriction points:	drop to Scholar 1 immediately

Restriction Guidelines for All Levels

Restriction points are earned in increments of 80 points (80, 160, 240, etc), but do not exceed 400 points.

Restriction points are earned for the following, but not limited to these behaviors. (*Restriction points may be assigned for other behaviors as determined by staff*).

- Smoking, smoking materials
- Threatening (implied, intimidation, verbal, or physical)
- Out of bounds

- Running from school
- Defiance
- Disrespect
- Physical aggression
- Destruction of another's property
- Inappropriate sexual behavior, suggestive comments or harassment
- Unexcused absences for students in grades 8-12
- Throwing objects

Guidelines for Restriction Consequences

- As soon as students earn off Restriction points, they are “off restriction” at that time of the school day. For example, if a student earns off all Restriction points at 11:00, the student is off Restriction for the remainder of the school day (unless additional Restriction points are earned).
- A student who has earned “off Restriction ” cannot be on Green or Blue Card.
- Staff must sign the point sheet to remove the student from Restriction.
- Students on Restriction must serve detention during recess if available for a length of time up to the teacher’s discretion.
- Students who earn Blue Card points for the days following Restriction will double earned points for that day (at the end of the school day) until all Restriction Points are gone.
- Any day Restriction points are earned, students will not be able to “double off.”
- Assault with intent to harm a student or staff, any form of harassment, or sexually explicit behaviors, results in 400 Restriction Points.

Earning 40 Restriction Points off for accepting feedback

Students may only earn 40 Restriction points off when they have earned 80 restriction points. **If students earn more than 80 restriction points in a day, they are not eligible to earn 40 points off. The purpose of allowing students to earn Restriction Points off is to help the child accept responsibility for his/ her inappropriate behavior and then change this behavior.** In order for students to earn 40 points off a restriction, the student must immediately accept feedback without staff prompting and exhibit acceptable behaviors for the remainder of the school day. If this occurs, a maximum of 40 Restriction Points may be subtracted from the total Restriction Points. If the student earns additional restriction points during the day, he/she is not eligible to earn 40 points off for accepting feedback. Accepting feedback is more than just verbalizing a response such as “okay,” or “I accept the consequences.” Accepting feedback should result in a change of behavior.

Accepting feedback should be pre-taught during Affective Education instruction; staff members should clearly describe the expected behaviors and model appropriate ways to verbally express fine the behaviors that must be exhibited. (back to work, sit quietly, stop arguing, etc). **Students must continue to demonstrate this appropriate behavior for the remainder of the school day in order to earn 40 points off.**

IN SCHOOL SUSPENSION

When students earn 400 Restriction Points, they are assigned one hour of In School Suspension.

The rules for ISS are:

1. No talking
2. No sleeping
3. Sit appropriately

If students serve 1 hour of ISS appropriately, they will earn 80 Restriction Points off. If students do not serve the 1 hour appropriately, the student does not earn 80 Restriction Points off but returns to class after serving the assigned length of time.

Any In School Suspension over 1 hour in length must be approved by a head teacher or principal as an alternative to other consequences.

BUS BEHAVIOR AND DISCIPLINE

Bussing to and from Mac-A-Check is provided by students' home school districts. Students are expected to follow the bus rules and all directives of the bus staff.

Students may receive Restriction Points for bus incident reports about inappropriate/unsafe bus behaviors. Inappropriate and unsafe behaviors on the bus that are ongoing or excessive may result in a bus suspension. Bus suspensions are determined by the district transporting the student.

GYM/PLAYGROUND RULES

When students are playing before school, at recess or on field trips, the following expectations apply: 1) follow directions of staff; 2) remain within boundaries; 3) fighting and destructive behavior are not allowed; and 4) cussing, name calling and threatening are not allowed.

PARTICIPATION IN FIELD TRIPS

If students demonstrate inappropriate behavior while on a field trip, they will not be allowed on field trips for a specified amount of time determined by the principal. Student daily behavior at school and on the bus must also meet the set criteria for participation in the field trip.

STUDENT DISCIPLINE

(Madison_Champaign ESC Policy 5600)

The Governing Board acknowledges that conduct is closely related to learning – an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this Educational Service Center to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions to the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

STUDENT CONDUCT

Respect for the law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty shall be maintained in all programs at Mac-A-Cheek Learning Center. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct.

CODE OF CONDUCT

The Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students are an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but the duty, to insist on good behavior. The right discipline extends to all areas of the school program.

The building Principal is charged with the proper enforcement of discipline in the total school setting. Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, including suspension, emergency removal from class/school, expulsion, and/or removal from the school premises by the police.

Students must follow the directions of every teacher or assistant at all times. They are expected to behave in a respectful manner to all school personnel.

- Assault – A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to another person at school or at a school function.
- Building and grounds behavior – While in a school building, or on school grounds, students are asked to conduct themselves in a reasonable and acceptable manner, and conform to behavior which is socially acceptable. No person has a right to infringe upon others' rights while in these areas; nor does a person have a right to impede upon another person's orderly process of behavior.
- Dangerous weapons – A student shall not possess, handle, transmit or conceal any object which could reasonably be considered a weapon.
- Damage or destruction of property - A student shall not intentionally cause or attempt to cause damage to property or steal or attempt to steal property either on the school grounds or during a school activity, function, or event off school grounds. Students found guilty of damaging or stealing properties will have their parents notified that the student must make restitution.
- Disruption of educational process - No student shall, by any means, cause disruption of the educational process or other school function.
- Drugs (controlled substances) - Students shall not consume, deliver, sell or have possession of a controlled substance while in school, on school property or while attending a school activity.
- Leaving school grounds - No student is permitted to leave school without written permission from home. This note must contain the home phone number as it may be necessary to confirm permission.
- Removal from class - If a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the teacher may remove the student from curricular or extra-curricular activities under his/her supervision until such time as the matter is disposed of either by reinstatement or a form of punishment.
- Tobacco usage - Students are not permitted to smoke in the school buildings or on school grounds. No possession of any type of tobacco or paraphernalia (i.e. lighters, matches, etc) is permitted.
- Profanity and/or obscenity - A student will not, by written, verbal, gestured or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscene language.
- Extortion - A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat or by gambling.
- Truancy - Truancy issues will be handled by the school and the attendance officer from the student's district of service.

- Sexual harassment - A) The harassment by a student of a staff member, fellow student, of the Educational Service Center or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member or third party or visitor will be subject to discipline in accordance with the law and the Code of Conduct. B) Sexual harassment includes all unwelcome, sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristic.

RULES FOR SCHOOL

1. Be on time to class. Points will not be earned when they are not present at school.
2. Stay in assigned areas.
3. Stay within prescribed noise levels.
4. No profanity, name calling, or threatening.
5. Keep hands, feet, and objects to self.
6. Do not physically harm yourself or others.
7. Follow directions.
8. Follow classroom rules.
9. Unexcused absences result in Restriction points and make up work missed.
10. No selling or trading items .
11. Don't bring non-educational items to school without permission. Any items brought without permission will be confiscated and returned at staff discretion.
12. Students are not allowed to have matches, lighters, knives, guns, model glue, lanyards, tobacco, illicit drugs, or alcohol. Look-alikes are also prohibited.
13. Do not destroy property of the school or others. Charges may be filed depending on the value of the property. The student and family may be charged for damages to property.
14. Students are not permitted in the hall without staff accompanying them. (Only Scholar students who have staff's permission are allowed in the hallway without staff).
15. Follow school dress code.\

DRESS CODE (Madison Champaign ESC Policy 5511)

Grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes will be established. Such guidelines shall prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself or to others in the school
- materially interfere with school work, create disorder, or disrupt the educational program
- cause excessive wear or damage to school property
- prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement

Students should wear clothing to school appropriate for the weather. Students will dress in a manner that will maintain the health, welfare, and safety of all students and staff. Students must dress and be groomed in a manner that is not disruptive to the teaching/learning process or threatening to others and must wear clothing reflecting good personal hygiene. **Students who wear clothing or accessories, or have piercings and tattoos, that do not comply with the school dress code will be asked to make changes/ adjustments to comply with the dress code. Disciplinary action, including loss of points and/ or Restriction Points, may be assigned if a student does not follow the school dress code.**

Clothing

- Shorts of an appropriate length may be worn. Shorts must reach the bottom of the student's fingertips when arms hang naturally at the sides and may not contain any holes. Spandex shorts may not be worn unless appropriate shorts or jeans are worn on top of spandex.
- Shirts must cover the student's midriff, waist, chest, and back. Shirt sleeves must be hemmed.
- Spaghetti strap tops, muscle shirts, halter tops, and extremely low necklines are not allowed.
- Pants, leggings, and skirts which are too tight are not allowed. If leggings are worn, the student's shirt must reach the bottom of the student's fingertips when arms hang naturally at the sides.
- Students may not wear slippers to school unless there is a medical reason for doing so.
- Pants, jeans, or shorts which have holes in areas where underwear would be visible are not permitted unless shorts are worn underneath.
- Pajama pants are not allowed unless there is a legitimate medical reason for wearing them.
- Students are not permitted to wear pants, shorts or jeans "slung low" that may reveal undergarments. Any student wearing pants, shorts, or jeans that reveal undergarments will be asked to have the pants, shorts, or jeans belted and worn at the waist. Chronic offenders may be required to wear shirts, tops tucked in and belted at the waist.
- Clothing suggestive of drugs, sex, tobacco, alcohol or violence, with inappropriate language, or language that is threatening or harassing based on issues such as sexual orientation, gender, ethnic/racial background, religious beliefs, or disability, is not allowed.
- Clothing that becomes an issue of racial or gang-related focus will not be allowed. For example, Rebel flag symbols, Nazi symbols, and other hate symbols are not permitted.

Tattoos and Piercings

- Tattoos and writing that are racial, gang related or suggestive of drugs, sex, tobacco, alcohol, weapons, and violence must be covered.
- Students may not wear earrings that touch the shoulder. All gauges must be circular and have no points. Piercings in the lip are not permitted.

Accessories

- Hats may be worn only when the students are outside at recess, fire drills or special approved occasions. While in the building, nothing is to be worn on students' heads.
- Students are not permitted to wear hoods while they are in the school building.
- Chains are not permitted to be worn as an accessory for a wallet or any other piece of clothing.
- Bandanas are not permitted to be worn or displayed at school.

Bags, Backpacks, and Purses

- All bags and backpacks must be made of clear vinyl or mesh. Staff must be able to view the contents of the bag or backpack when it is brought into the school building.
- Purses and lunch boxes are permitted but should not be larger than 10 inches x 10 inches.

The staff has the responsibility to ensure that students comply with these standards, and it is their responsibility to refer situations to the Principal to make the final decision as to what constitutes appropriate dress standards.

- Students not complying with these dress codes may receive restriction or be sent home.
- Students may not exchange, trade, borrow, loan or give away clothing, shoes or any other personal items. Disputes arise as to original ownership when students exchange clothing and/or shoes.

ANTI-HARASSMENT
(Madison Champaign ESC Policy 5517)

It is the policy of the Governing Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Center operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the Mac-A-Cheek Learning Center community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

DEFINITIONS OF HARASSMENT

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;

- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

HARASSMENT

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

- A. submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical assault
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

- I. inappropriate boundary invasions by a Center employee or other adult member of the School Center community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by Center employees or any other adult member of the School Center community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to Center employees or other adult members of the School Center community.

RACE/COLOR HARASSMENT

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epitaphs, and/or negative references relative to racial customs.

RELIGIOUS (CREED) HARASSMENT

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

NATIONAL ORIGIN HARASSMENT

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin, and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

DISABILITY HARASSMENT

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

REPORTS AND COMPLAINTS OF HARASSING CONDUCT

Students of the Center community and third parties are encouraged to promptly report incidents of harassing conduct to the building principal so that the conduct may be addressed before it becomes severe, pervasive, or persistent.

PRIVACY/CONFIDENTIALITY

Mac-A-Cheek Learning Center will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

PROTECTION AND PRIVACY OF STUDENT RECORDS

(Madison Champaign ESC Policy 8330)

The School maintains many student records including both directory information and confidential information.

Directory information includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Educational Service Center reasonably believes knows the identity of the student to whom the education record relates.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at <http://www.mccesc.org/>.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and enrolled in a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Matthew Ketchum, MCCESC Treasurer. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Matthew Ketchum to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (MCCESC Policy 2416)

The Governing Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the Center's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the Center of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the Center, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

STUDENT HAZING (Madison Champaign ESC Policy 5516)

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

No administrator, faculty member, or other Governing Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (Madison Champaign ESC Policy 5517.01
Harassment, intimidation, or bullying behavior by any student in the Madison-Champaign Educational Center is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate, such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students, including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such a sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or head teacher or the Superintendent.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

COMPLAINTS

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

PRIVACY/CONFIDENTIALITY

The School Center will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

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

ELECTRONIC EQUIPMENT (Madison Champaign ESC Policy 5136.01)

INCLUDING BUT NOT LIMITED TO CELL PHONES AND IPODS

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of disturbing, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Governing Board will supply the electronic equipment and devices necessary for participation in any educational program. Students shall not use or possess any electronic devices on school property or any school -sponsored activity without permission of the principal and/or the classroom teacher.

Examples of prohibited devices include but are not limited to:

- Cameras (photographic or video)
- Laptops
- Personal digital assistant (PDAs)
- Lasers
- Laser pens or pointers
- Radios
- Boom boxes
- Headphones
- Portable CD/ MP3 players
- Portable TVs
- Electronic games/toys
- Pagers, beepers or other paging devices

Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using electronic equipment or devices in any manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. (See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.)

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft, or academic dishonesty.

Using a camera or other electronic/device to capture or record audio and /or pictures/videos of an individual without his or her consent is considered an invasion of privacy and is not permitted unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be processed, activated, or utilized at any time in any school situation.

Unauthorized electronic equipment and devices will be confiscated from the student by the school personnel and disciplinary action taken.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to the electronic equipment and device brought onto its property or unauthorized use of such devices.

USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

1. All cell phones and electronic devices must be turned off and given to the classroom teacher or classroom aide when a student arrives at school.
2. Cell phones and electronic devices will be locked in a cabinet or drawer by the teacher or classroom aide.
3. Students on Scholar Level will be permitted to use their device to listen to music at the discretion of the teacher and/or aide while in class. Scholar students still must turn in their cell phones and electronic devices to the teacher or aide at the start of the day; the phone or device will be given back to the student at the time he/ she is permitted to use the device. Scholar students are not allowed to use the device outside of the classroom (i.e. in the hallway or at recess) and may not allow other students to use their device.
4. No students are permitted to use their cell phone to make calls, text or take pictures during the school day or on the school bus without permission from the principal.
5. If a student does not turn in his/her cell phone when he/ she arrives at school and staff sees the phone in the student's possession, the student will be assigned the following consequences.
 - a. First offense: 80 restriction points and phone given to teacher or classroom aide. Phone will be returned to the student at the end of the school day.
 - b. Second offence: 80 restriction points and phone given to Principal. Parents must pick up the phone at the school office.
 - c. Third offense: 400 restriction points (In School Suspension assigned for 1 hour.) Parents must pick up the phone at the school office.
 - d. Continued offenses: The student will lose the privilege of bringing a phone or device to school for the remainder of the school year. If the student brings the phone, the phone or device will be confiscated and locked in the school office to be picked up by the parent.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY (Madison Champaign ESC Policy 7540.30)

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.

ACCEPTABLE USE POLICY

Mac-A-Cheek Learning Center has a computer network connected to the Internet for the benefit of students and staff. This network must be used for educational purposes only. All users are expected to act in a spirit of mutual respect and cooperation, while adhering to the regulations for computer network/internet use. **All computers, at all times, are considered to be connected to the network.** The school reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with the policies, rules and regulations governing the use of its computer systems. There is no implied right to privacy for students or staff when using school equipment.

YOUR RESPONSIBILITIES:

- Your access to the network is a privilege, not a right. You may not impose yourself on others, access private files, attempt to break the security system, or use computer supplies frivolously.
- The use of the network is a privilege that may be revoked by the school at any time for abusive conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system and the use of obscene, abusive, harassing or otherwise objectionable language or images in either public or private files or messages.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy files of another user, software or equipment.
- Any use of the network to facilitate illegal activity is prohibited.
- Any use of the network for product advertisement and/or commercial transactions is prohibited.
- Users shall not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
- Do 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 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.
- Do not reveal personal information or arrange a personal meeting over the Internet. The computers, computer network and Internet may be used for educational purposes only. (this does not include e-mail, chat rooms, games, etc.)
- Users will not visit inappropriate Internet sites, which are controversial or offensive and are not related to an assignment.
- Users may not engage in abusive or improper use of computer resources. This includes but is not limited to, misuse of system, tampering with equipment and/or software/data, downloading files and the introduction of viruses to the system. Users may not use, possess and/or load bootleg software. (bootleg software means any software that has been downloaded or otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees owed the software owner.)
- Students violating this policy, such that computer network privileges are revoked, may also be subjected to discipline as determined by the administration.

DESTRUCTION OF PROPERTY

If a student destroys or damages property at Mac-A-Cheek Learning Center, the student will be expected to pay replacement costs for that item and will probably be prosecuted. The Principal will send the bill to the parents stating what was damaged and how much the student owes. To increase the student's sense of responsibility, the parents are encouraged to have the student pay from his/her own savings or to work to earn the money. Cooperation between parents and school tends to decrease the chances of future destruction and heightens the student's sense of responsibility.

TOBACCO, ALCOHOL, AND DRUGS

USE OF TOBACCO (Madison Champaign ESC Policy 5512)

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco-free environment. The Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products by any person on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and used to provide education or library services to children, and at all Board-sponsored events. Smoking clove cigarettes or other substances is also prohibited.

DRUG PREVENTION (Madison Champaign ESC Policy 5530)

The Governing Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Ohio statute;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- anabolic steroids;
- any substance containing betel nut (areca nut);
- any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on Center grounds, on Center vehicles, and/or at any Center-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the Center for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

emphasize the prevention of drug use;
provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:

- addresses the legal, social, psychological, and health consequences of drug and alcohol use;
- provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
- assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
- promotes positive emotional health, self-esteem, and respect for one's body;
- meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;
- include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
require the notification to parents and students that compliance with the standards of conduct is mandatory;
provide a biennial review of the School Center's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
provide for a student assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the Center's policy and administrative guidelines on Search and Seizure Policy 5771, and Suspension and Expulsion Policy 5610, and Permanent Exclusion Policy 5610.01 are complied with fully.

At Mac-A-Cheek, possession of tobacco products may constitute one to three days of restriction. Use of tobacco products may necessitate three to five days of restriction or suspension. Consequences for possession or use of drugs are three to five days suspension, immediate emergency removal, and probably prosecution. These products will be confiscated (not returned) by the Principal or other staff member.

COUNTERFEIT CONTROLLED SUBSTANCES

According to Amended House Bill #535, a person can be arrested, indicted and convicted for "making, selling and possessing counterfeit drugs and related tools".

A counterfeit controlled substance is defined as:

- A. Any drug that bears, or whose container, or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such a trademark, trade name or identifying mark.
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed.
- C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or price for which it is sold or being offered for sale.

No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, or offer for sale, give, package, or deliver a counterfeit controlled substance.

No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either in words or conduct, its effects associated with the use of a controlled substance.

No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. Under this new code a student who for example boasts of having marijuana while in fact it is only oregano could be subject to disciplinary actions.

DANGEROUS OBJECTS (Madison Champaign ESC Policy 5772)

The possession of weapons or other devices designed to inflict serious bodily harm by anyone while on Educational Service Center property, at a school-related event, or while enroute to or from school whether on a school bus, walking, or in a private vehicle will not be tolerated. This prohibition shall also encompass such action as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report dangerous conditions. It will be immediately reported to the parent and to the local law enforcement agency.

Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including knuckles, martial arts weapons, ammunition, and explosives.

Any student suspected of carrying a dangerous object will submit to a search by Mac-A-Cheek staff in the presence of a second staff or law enforcement officer. Any objects taken from the students will be kept by the teacher or other staff member until the parent or law enforcement officer can pick them up. Weapons or objects brought to school that could harm others will result in at least five days suspension and possibly permanent removal for up to one calendar year.

Students are required to immediately report knowledge of dangerous weapons and threats of violence by students and staff to the building Principal. Failure to report such knowledge may subject the student to discipline up to and including suspension and expulsion from school.

SEARCH AND SEIZURE (Madison Champaign ESC Policy 5771)

The Governing Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions. Such spaces remain the property of the Board and, in accordance with the law, may be the subject of random search.

Program directors are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, they may search the person or property, including vehicles of a student with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of Center rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs may be present in a facility. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on Center-used property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the program director who shall seek the freely-offered consent of the student to the inspection. Whenever possible, a search will be conducted by the program director in the presence of the student and a staff member other than the director. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF PHYSICAL RESTRAINT AND SECLUSION

(Madison Champaign ESC Policy 5630.01)

This policy may be viewed on the MCCESC website under Board Policy <http://www.mccesc.org>

The Governing Board is committed to the Educational Service Center-wide use of Positive Behavioral Intervention Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy (5630.01), which is based on the standards adopted by the State Board of Education regarding the use of restraint and seclusion.

Definitions:

- Physical Escort means the temporary touching or holding hands, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.
- Physical restraint means use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does not include physical escort, mechanical restraint, or chemical restraint. Physical restraint does *not* include brief physical contact for the following or similar purposes to :
 - A. Break up a fight;
 - B. Knock a weapon away from a student's possession;
 - C. Calm or comfort;
 - D. Assist a student in completing a task/response if the student does not resist the contact;
 - E. Prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).
- Positive Behavior Interventions and Supports ("PBIS") means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors, and teach appropriate behaviors to students.

- Seclusion means involuntary isolation of a student in a room enclosure, or space from which the student is prevented from leaving by physical restraint or a closed door or other physical barrier.
- Timeout means a behavioral intervention in which the student, for a limited time and specified time, is separated from the class within the classroom or a non-locked setting for the purpose of self-regulating and controlling his/her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.
- Seclusion may only be used when a student's behavior poses an immediate risk of physical harm to the student or others and no safe and effective intervention is possible. Seclusion may be used only as a last resort safety intervention that provides the student the opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for a minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this Policy (5630.01) and the Ohio Department of Education's ("ODE") corresponding policy.

Seclusion shall be implemented by Student Personnel who have been trained in accordance with this Policy (5630.01) to protect the care, welfare, dignity and safety of the student.

EMERGENCY REMOVAL OF STUDENTS (Madison Champaign ESC Policy 5610.03)

If a student's presence poses a continuing danger to persons or property, or an on-going threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, the Superintendent, Principal, or Assistant Principal may remove the student from curricular activities or from the school premises.

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

(Madison Champaign ESC Policy 5610)

The Mac-A-Cheek Learning Center recognizes that expulsion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student, and one that cannot be imposed without due process. However, Mac-A-Cheek Learning Center has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

No student is to be removed, suspended out of school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct /Student Discipline Code approved by the Board. The code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the Student/Parent Handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605)

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board, but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at an Educational Service Center official or employee, or the property of such official or employee.

For purposes of this policy, and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A: "Emergency removal" shall be the exclusion of a student who poses a continuing danger to Mac-A-Cheek Learning Center property or persons or whose behavior presents an on-going threat of disrupting the educational process provided by the Educational Service Center..
- B: "Suspension" shall be the temporary exclusion of a student by the Superintendent, Principal, Assistant Principal or any other authorized administrator from the ESC's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/ Student Discipline Code and Board Policy 5610 – Due Process Rights.

C: "Expulsion" shall be the exclusion of a student from the schools of the ESC for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place for one (1) year specifically provided in this policy. Only the Superintendent may expel a student.

1) **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921 (a) (3) or weapon to school to the criminal justice or juvenile delinquency system serving the Center.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2) **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- would be a criminal offense if committed by an adult; and
- results in serious physical harm to a person as defined in Revised Code Section 2901.01 (A)(5), or to property as defined in Revised Code Section 2901.01 (A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under the provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following

C. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or

D. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior imposed for behavior problems.

If at any time of the suspension or expulsion there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3) **Bomb Threats**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

A. for students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

B. other extenuating circumstances, including, but not limited to, the academic disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

C. "Permanent Exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio (See Policy 5610).

If a student is expelled for more than twenty (20) school days or for a period that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide an option of suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio center, if the student's suspension period set by the other center has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from the Educational Service Center, the Superintendent shall send written notice to any college in which the expelled student is enrolled under post secondary enrollment options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

SUSPENSION AND EXPULSION

PERMANENT EXCLUSION OF NONDISABLED STUDENTS (Madison Champaign ESC Policy 5610.01)

In accordance with the law, the Board may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for committing one or more of the following violations of the Code of Conduct while on school grounds, s/he may be permanently excluded from the schools of this Center or any other public school in Ohio:

- A. possession or involvement with a deadly weapon
- B. trafficking in drugs
- C. murder, involuntary manslaughter, assault or aggravated assault
- D. rape, gross sexual imposition, or felonious sexual penetration on school grounds at a school event, or if the victim is an employee of the Center
- A. complicity, regardless of where the complicity occurs, in any of the above crimes.

DUE PROCESS RIGHTS (Madison Champaign ESC Policy 5611)

The Governing Board recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board establishes the following procedures which District Administrators shall use when dealing with students:

Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

- The student will be informed in writing of the potential suspension and the reasons for the proposed action.
- The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.

An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5)

calendar days after the date of the notice to suspend. If the offense is one for which the Educational Service Center may seek permanent exclusion, then the notice will contain that information.

Notice of this suspension will also be sent to the:

Superintendent;

student's school record (not for inclusion in the permanent record).

If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days of after the date of the notice to suspend.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given unless the Superintendent grants an extension upon request of the student or parent.

Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one (1) for which the Center may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian if it is held before the Board.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent

While a hearing before the Board or its designee may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non interscholastic extracurricular activities.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES (Madison Champaign ESC Policy 5605)

In addition to following the requirements and procedures set forth for all students in Policy 5610, the Governing Board shall also abide by State and Federal laws and regulations when disciplining students with disabilities through removal by suspension and/or expulsion.

SCHOOL VISITORS

(Madison Champaign ESC Policy 9150)

The Governing Board welcomes and encourages visits to Mac-A-Cheek Learning Center programs by parents, other adult residents of the serving district, and interested educators. But in order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons, it is necessary to invoke visitor controls. The Superintendent or program director has the authority to prohibit the entry of any person to a program at Mac-A-Cheek Learning Center or to expel any person when there is reason to believe the presence of such

person would be detrimental to the good order of the program. If such an individual refuses to leave the school grounds or creates a disturbance, the program director is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and staff from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the program director. In keeping with Board bylaws, such Board members visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity to any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

- A. Persons wishing to visit the school are to make arrangements in advance through the school office. Any person who comes onto school property without registering at the office is trespassing and may be reported to the authorities.
- B. No visitor may see a student in school unless it is with the specific approval of the Principal. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student will not be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
- C. Students may not bring guests to school unless permission to do so has been granted by the Principal
- D. No staff member is allowed to transact business with a visitor who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

CLASSROOM VISITATION GUIDELINES

Because classroom visitations can be distracting to the students, it has been necessary to establish the following guidelines:

- A. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the Principal and the teacher and state the purpose of the visitation.
- B. Visitations will not be allowed during examinations and independent study periods.
- C. The length of a visitation will be at the discretion of the building Principal.
- D. The number of visitors at any one time will be at the discretion of the building Principal.
- E. The frequency of visits for any student's parents and the aggregate number of visits per week will be at the discretion of the building Principal.
- F. Parents are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- G. Copies of instructional materials being used by the students or teacher may be requested of the teacher but not always be immediately available during the visitation.
- H. Any comments made by individual students are to be maintained in confidence by the visitor to the activity.
- I. Use of audio or visual equipment to record classroom activities must be approved by the Principal and the teacher. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor.
- J. If a visitor wishes to tape record a conversation or meeting with a teacher or the Principal, s/he should request permission from the teacher or Principal.
- K. Any comments or concerns are to be discussed with the teacher before or after the school day when students are not present.

- L. Visitors are encouraged to meet with the Principal and teacher during non-instructional hours to discuss the observation and to obtain answers to their questions. If a parent has a concern about what may be transpiring in his/her child's classroom, s/he should discuss the concern first with the teacher, and if the concern is not satisfied, make arrangements to discuss the matter with the Principal.

ALL VISITORS MUST STOP IN THE OFFICE TO SIGN IN BEFORE GOING TO THE CLASSROOM.

Mac-A-Cheek Learning Center recognizes the important role parents play in the education of their children. It is important, however, that the instructional setting is not disrupted, however, so parents are not allowed to visit their child's classroom without an appointment as this can disrupt the classroom setting. Instead, parents should contact their child's teacher to arrange for a meeting or visit. This will also allow school staff to ensure that confidentiality requirements are implemented during parent visits. .

Parents must come to the main entrance of the building (entrance A) to gain entry to the school. Visitors press the call button mounted on the exterior wall; they will be asked their name and reason for the visit. Upon approval to enter the building, the secretary will release the lock on the door.

PARENT CALLS TO STUDENTS DURING THE SCHOOL DAY

Students are not permitted to make/ accept phone calls during the school day without the permission of their teacher or the Principal. If an emergency arises and a parent needs to speak with them during the school day, the parent must first speak to the Principal or the student's teacher to ensure that the conversation will not be disruptive to the child's learning or behavior and so school staff need to provide support to the child. If parents need to communicate routine information to their child, such as arrangements for after school, this information should be provided to the school secretary/ staff, who will ensure that the information is relayed to the student.

PARENT/TEACHER CONFERENCES (Madison Champaign ESC Policy 5420B)

We encourage parents to call and make appointments with the staff to discuss your child's education. The parent/teacher conference can play a significant role in the education of our students in three (3) important ways:

- A. providing the teacher with vital information from parents that will strengthen the plans and strategies the teacher uses with a student
- B. helping parents understand more clearly what the school and the teacher are trying to accomplish with a student, what is required for students to accomplish such results, and what the parent can do to facilitate the process
- C. building a strong home-school partnership that has implications for support of school programs beyond particular classroom or grade.

RELATIONSHIP WITH GOVERNMENTAL AGENCIES

(Madison Champaign ESC Policy 5540A)

The Police may be called for the following reasons:

- Refusal of a person to leave school property after being requested to do so by the appropriate school authority.
- Willful destruction of school property – particularly if the Educational Service is likely to seek restitution
- Theft – particularly if items are of value and insurance claims will be filed
- Obvious crime
- Arson
- Assaults or serious fighting – if not controlled or if serious injury results
- Forgery – if assistance is needed in determining whether it is forgery
- Possession of a dangerous weapon
- Possession of alcohol or drugs
- Sale or distribution of controlled substances
- Blackmail, threatening, or extortion of students or staff members

- Bona fide threat against a person's life or threats of terrorist acts, bomb scares, etc.
- Illegal or inappropriate operation of a motor vehicle
- Child abuse or molestation
- Mass walkout from or sit-in on school property – if not controlled or if property damage or personal injury result
- Setting off firecrackers, pulling fire alarms, and similar mischief (discretionary, but advised if recurring or the situation is getting out of hand)
- A student leaving school property without permission, a missing person situation, or a self-inflicted injury by a student

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

(Madison Champaign ESC Policy 2260)

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Governing Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Educational Service Center, or social or economic background, to learn through the curriculum offered in this Center. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

Curriculum Content: review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

Staff Training: develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

Student Access: review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

verify that facilities are made available, in accordance with Board Policy 7510 - Use of Center Premises, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

Center Support: verify that like aspects of the Center program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

Student Evaluation: verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Center Compliance Officers

The Board designates the following individuals to serve as the Center's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Superintendent

2200 South U.S. Highway 68

Urbana, Ohio 43078

937-484-1557

Director of Human Resources

2200 South U.S. Highway 68

Urbana, Ohio 43078

937-484-1557

The COs are responsible for coordinating the Center's efforts to comply with applicable Federal and State laws and regulations, including the Center's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

All forms mentioned in this handbook are available upon request or can be downloaded from our website. <http://www.mccesc.org/mac>

SCHOOL SAFETY

(Madison Champaign ESC Policy 8400)

FIRE DRILL

Mac-A-Cheek Learning Center conducts Fire Drills monthly, in accordance with Ohio requirements. The signal for a fire drill is a long ring of the fire bell. When the signal is given, students are to walk quickly, quietly, and orderly to proper exits from the building. The students need to follow the directions of the teacher or staff person in charge.

TORNADO DRILL

Tornado drills are held in accordance with Ohio requirements. Upon hearing the fog horn or town tornado siren, everyone will exit their rooms and go to the assigned areas, assuming a squatting position facing the inner wall with arms over ead. When the person in authority gives the clear signal, return in an orderly fashion to your room.

The Governing Board is committed to maintaining a safe and drug-free environment in all of the Educational Service Center's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School Center personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Emergency Management Plan ("EMP")

To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control. In developing the EMP for each building, the Superintendent shall involve community law enforcement and safety officials, parents of students who are assigned to the building, and teachers and non teaching employees assigned to the building.

In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred. Each EMP will include:

- A. protocols for addressing serious threats and emergency events that affect the safety of school property, students, employees, or administrators;

These protocols will include appropriate procedures for responding to these threats and emergencies, such as notifying law enforcement, contacting specified emergency response personnel, and alerting parents of affected students.
- B. a floor plan unique to each floor of the building;
- C. a site plan that includes all building property and surrounding property; and
- D. an emergency contact information sheet.

The Superintendent shall prepare and conduct at least one (1) annual emergency management test, in accordance with rules adopted by the Ohio Department of Education (ODE). By July 1st of every year, the Superintendent shall review the EMPs s/he previously developed and adopted, and certify in writing to the ODE that the EMPs are current and accurate.

The Superintendent shall submit an electronic copy of each EMP s/he developed and adopted to the ODE not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. No later

than the date prescribed by ODE, the Superintendent shall also file a copy of the current, updated EMP with the following:

- A. each law enforcement agency that has jurisdiction over the school building

- B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the building is located

The Superintendent will also file copies of an updated EMP with ODE and the above agencies within ten (10) days after s/he adopts the revised EMP.

The EMP is not a public record.

The Superintendent shall grant access to each school building under his/her control to law enforcement personnel and any local fire department, emergency medical service organization, and/or county emergency management agency that has requested a copy of the EMP, to enable such personnel and entities to conduct training sessions for responding to threats and emergency events affecting the school building. Such access shall be provided outside of student instructional hours and the Superintendent or designee shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Also, see Policy **8420** - Emergency Situations at School.

Safe and Drug Free Schools

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing No Child Left Behind Act of 2001):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;

- B. security procedures at school and while students are on the way to and from school;

- C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;

- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
 - 1. allows a teacher to communicate effectively to all students in the class;
 - 2. allows all students in the class the opportunity to learn;
 - 3. has consequences that are fair, and developmentally appropriate;
 - 4. considers the student and the circumstances of the situation; and
 - 5. is enforced accordingly.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the Center report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

R.C. 3313.536

Title IX, Section 9532 of the No Child Left Behind Act of 2001

20 U.S.C. 6301 et seq.

Public Law 107-110

MAC-A-CHEEK LEARNING CENTER

1130 W. Sandusky Avenue Bellefontaine, Ohio 43311
Phone: 937-404-1263 Fax: 937-292-7035

Dr. Daniel Kaffenbarger
Superintendent

Mary Mitchell
Principal

Dear Parent,

School districts in Ohio are required by the Ohio Department of Education to notify you that your child may be eligible for a scholarship under the Autism Scholarship Program or the Jon Peterson Special Needs Scholarship Program to attend a special education program that implements the child's individualized education program and that is operated by an alternative public provider or by a registered private provider.

Information on scholarship programs is available from the Ohio Department of Education (ODE) web site at www.education.ohio.gov.

- For information on the Autism Scholarship Program, search *Autism Scholarship Program*
- For information on the Jon Peterson Special Needs Scholarship Program, search *Jon Peterson Scholarship*.

For additional information or questions on these scholarship programs, contact:

Office of Nonpublic Educational Options

(614) 466-5743

Toll-free: (877) 644-6338

email: autismscholarship@education.ohio.gov

email: peterson.scholarship@education.ohio.gov

If you have questions that cannot be answered with information provided by the Ohio Department of Education's website, please feel free to contact me directly via phone at 937-404-1263.

Sincerely,



Mary Mitchell
Principal
Mac-A-Cheek Learning Center

