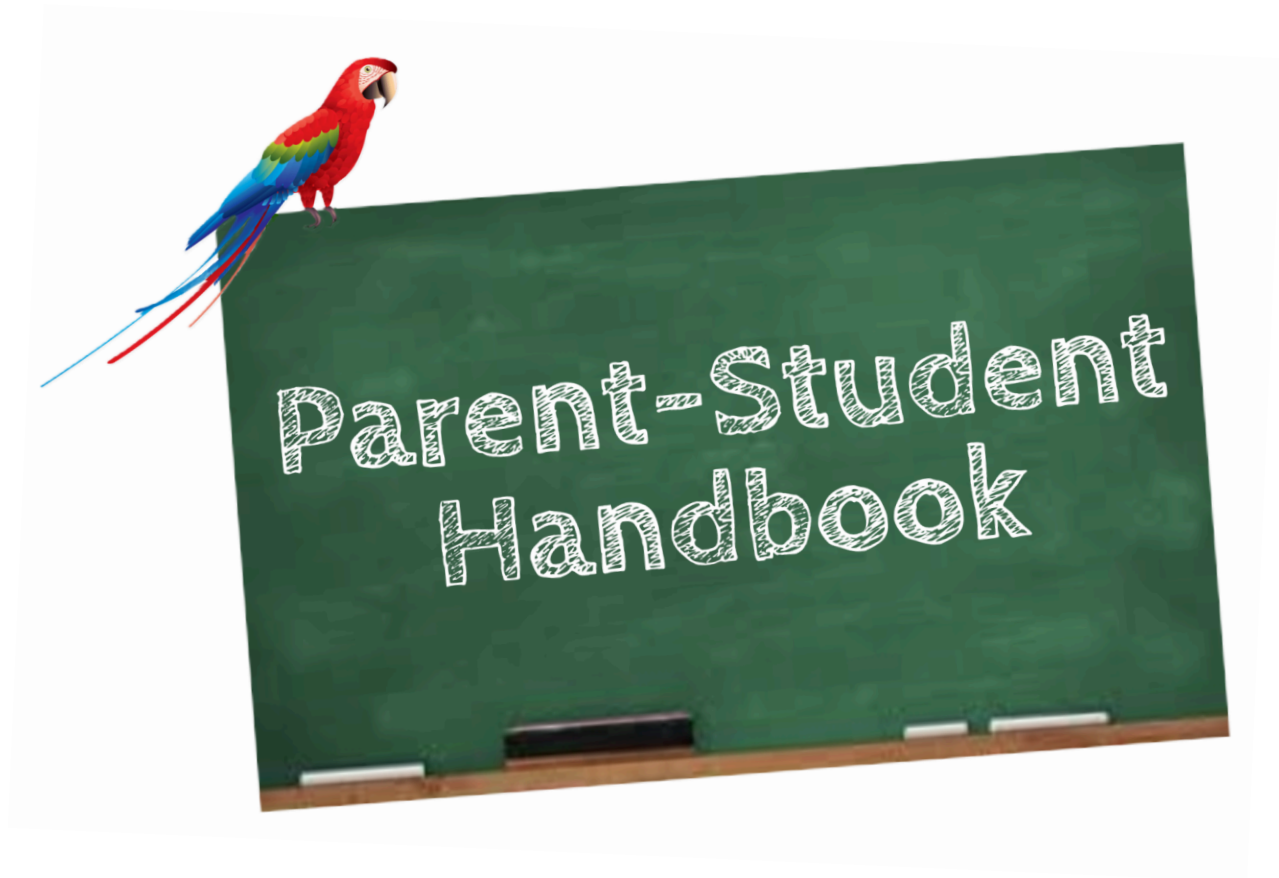


Mac-A-Cheek Learning Center

2026-2027



1130 W. Sandusky Ave.
Bellefontaine, OH 43311

Phone number: (937) 404-1263
Fax number: (937) 791-6692



Mac-A-Cheek Learning Center is a program governed by the
Madison Champaign County Educational Service Center
Website: mccesc.org

Table of Contents

Welcome Letter	2
Mac-A-Cheek Staff Contacts	3
Mac-A-Cheek Vision and Mission	4
Attendance Policies	5
General Information	9
Student Health and Medical Needs	9
School Meals	11
Transportation	11
Off Campus Activities	13
Inclement Weather	13
School Supplies/ School Property	13
Work Permits	14
Grading Policies	15
Mac-A-Cheek Point/ Level System	17
Student Conduct	23
School Rules	23
Student Discipline	24
Conduct Offenses	27
Dress Code	28
Technology Use	30
Tobacco, Alcohol, and Drugs	32
Dangerous Objects	33
Anti-Harrassment	35
Positive Behavior Intervention and Supports and Limited Use of Physical Restraint and Seclusion	39
Student Records	41
School Safety	46
Emergency Drills	46
Visitors	46
Video Surveillance and Electronic Monitoring	47
Appendix	48

Welcome to the 2026-27 School Year!

We are excited to welcome you to the 2026-27 school year and look forward to working closely with each of our students and their families.

About Mac-A-Cheek Learning Center

Mac-A-Cheek Learning Center is a separate facility serving students in grades K–12. Our program addresses behavioral and emotional challenges that may interfere with a student's ability to succeed in a regular public school setting. Many of our students have difficulty maintaining positive interpersonal relationships with peers and adults.

Mac-A-Cheek provides direct instruction in social and behavioral skills through Affective Education, alongside academic instruction aligned to the Ohio Learning Standards, to help students succeed in all aspects of their lives.

Our Goal

Our goal is to help students learn to manage their behaviors so they can transition back to their regular public school setting. Students may return to their home school once they have met the goals in their Individualized Education Plan (IEP) and the IEP team agrees it is appropriate.

Our Classrooms

Each classroom has one teacher, a classroom assistant, and serves 8–12 students. Some classrooms may also have “one-to-one” assistants assigned to work with individual students, as determined by IEP teams. Our staff also includes a nurse, a physical education teacher, a career education teacher, and a school social worker.

Behavior Modification System

Mac-A-Cheek uses a behavior modification system based on Positive Behavior Interventions and Supports (PBIS). This includes a building-wide level/step system and a daily point sheet to document student behavior and provide immediate feedback for choices and behaviors.

The daily point sheet totals 80 points and covers performance of tasks, social behavior, response to authority, and our PBIS goals: *Be Respectful* and *Be Responsible*.

- Students earning **73-80 points** will have **Blue Card** status the next day.
- Students earning **72 points or fewer** will have **Green Card** status.
- Students who demonstrate significant negative behaviors may be placed on **Restriction** status. They will remain on Restriction until they earn the required points in increments of 80 (80, 160, 240, etc.), up to a maximum of 400 points

There are three levels in our system: **Apprentice** (Steps 1–7), **Scholar** (Steps 1–7), and **Graduate** (students may apply to this level). A student's level and step are determined by their weekly behavior.

A copy of the daily point sheet will be sent home with each student to share with their parent(s) or guardian(s).

Handbook and Contact

Please read this handbook carefully and review it with your child. Many common questions are answered here, and it will help you understand our school's structure and expectations. If you have any questions, please feel free to call us at **(937) 404-1263**.

We're looking forward to a successful year together!

School information can be accessed on our website:

<https://macnorth.mccesc.org/forms>

Sincerely,
Cindy Williams
Principal

STAFF CONTACTS

937-404-1263
937-791-6692 (fax)

Superintendent: Mary Mitchell mary.mitchell@mccesc.org

Principal: Cindy Williams cynthia.williams@mccesc.org

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

School Nurse:

School Social Worker: Emily Leithauser - emily.leithauser@mccesc.org

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

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

Physical Therapists: Jesse Tropeano - jesse.tropeano@mccesc.org

Teachers:

Alicia Ayers - alicia.ayers@mccesc.org

Christina Leeper - christina.leeper@mccesc.org

Megan McIntosh - megan.mcintosh@mccesc.org

Zack Huff - zackery.huff@mccesc.org

Laura Orndorf - laura.orndorf@mccesc.org

Trey McGehee - trey.mcgehee@mccesc.org

Jamie Bohm - jamie.bohm@mccesc.org

Jill Daniels - jill.daniels@mccesc.org

Bryan Gates - bryan.gates@mccesc.org

Mark Townsley, Career Education - mark.townsley@mccesc.org

Jason Campbell, Physical Education - jason.campbell@mccesc.org

MAC-A-CHEEK VISION AND MISSION

Vision:

Mac-A-Cheek is a team of dedicated professionals who work collaboratively to provide instruction, opportunities, and strategies for students to succeed behaviorally, socially, and academically in all settings.

Mission:

We strive to improve student futures.

*As a program of the ESC, we also follow their Vision and Mission.

Vision:

“The Madison-Champaign Educational Service Center is a team of servant leaders who gratefully and consistently provide quality services to ensure the success and growth of our students, families, districts and communities.”

Mission:

“We work to serve.”

PLEASE NOTE- School rules published in this handbook are subject to such changes as may be needed to ensure compliance with federal, state or local regulations. They are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. The handbook serves as a guide. If a specific behavior is not mentioned, that does not mean a consequence may not be assigned.

STUDENT ATTENDANCE POLICIES

(See Appendix for Madison Champaign ESC Policy 5200)

Classes begin at 8:00 and dismiss at 2:30. Students cannot arrive before 7:50 a.m

Regular daily attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which is created sequentially and based upon the progression of learned skills. We are aware and understand that there are occasions when a student cannot be present at school causing the student to miss learning experiences. However, we are concerned with each student's total participation, which is reflected in the attendance policies that follow.

*Please note- It is impossible to foresee every issue regarding attendance that may occur. Therefore, if there are any uncertainties concerning a situation, it is recommended that they be addressed prior to the absence.

Parent or Guardian Responsibilities for Student Absence:

1. Call the school (937)404-1263 before 9:00 a.m. on the day of absences to report a student absence.
 - Voicemail is available 24 hours/day.
 - Texting is available through a google voice account; you may text (937)404-1987 please provide your name, your student's name, and the reason for the absence.
 - Calls from students or siblings are not sufficient.
2. Provide written documentation excusing the absence on the day the student returns to school. *Please note that if an absence reaches a truancy threshold, the school may still move forward with truancy procedures, even if professional documentation is provided to excuse the absence once the student returns.*
 - Excused absences need to be documented in writing by a physician, therapist/counselor, court official with court documentation, or any other written documentation from a professional in compliance with excused absences.
 - Written documentation can be emailed to michelle.yocom@mccesc.org or sent as a picture message to (937) 404-1987 before your student returns to school. Please include your name and your student's name in the message. If you are sending a photo of the documentation, please make sure the entire excuse is visible and legible in the picture.

School Responsibility When a Student is Absent:

1. Classroom staff will make at least one attempt to contact a student's parent or guardian (by phone call, email, or message) within 120 minutes of the start of the school day whenever a student is absent and no notification has been received from the parent or guardian.
2. Staff will make a plan with the student to ensure the student has the opportunity to complete their missing assignments.

Student Responsibility When Absent:

1. Student is responsible for turning in any written documentation for the absence.
2. Student is responsible for completing and turning in all assignments given during an absence.

ABSENCE CATEGORIES

Excused Absences: The student is absent from school for a reason that is deemed legitimate under the law (HB 96). Students, parents and guardians should understand that absences may only be excused based on the definitions established by the State of Ohio. Parent notification alone does not automatically make an absence excused.

The following are legitimate reasons for absence from school:

- Personal illness
- Doctor, Dental, Vision, Therapist, Counseling appointments
- Court appointments
- Illness in the family requiring the care of the student (as determined by school administration)
- Quarantine of the home
- Death of a relative
- Vacation (Please see Vacation Policy)
- Attendance at a driver's education course (See Driver's Education)
- Observation of religious holidays (See Religious Expression Days)
- Emergency or set of circumstances that, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause of the absence

Unexcused Absences: An unexcused absence is any absence that does not meet the criteria for an excused absence under Ohio law and Board policy. Parent notification alone does not make an absence excused.

Some examples of common unexcused absences include, but are not limited to:

- Ordinary items of business such as haircuts or beauty shop appointments, shopping, senior pictures, hunting, babysitting, working, job interviews, or job training.
- Car trouble
- Oversleeping or missing the bus
- Staying up late/ oversleeping
- Vacation days not in compliance with the policy
- Suspension from the bus or school
- Emergency removal
- Other absences not listed as excused

Excessive Absences (5% Threshold): A student has accumulated 30 hours of absence, which represents approximately five percent (5%) of the minimum number of hours required for the school year, for any reason (excused or unexcused).

Chronically Absent: A student has been absent for at least ten percent (10%) of the minimum number of hours required for the school year for any reason (excused or unexcused).

Habitual Truant: Under House Bill 96, "habitual truant" is defined as being absent

- 30 or more consecutive hours without a legitimate excuse;
- 42 or more hours in one school month without a legitimate excuse; or
- 72 or more hours in one school year without a legitimate excuse.

TIERED SYSTEM OF ATTENDANCE INTERVENTIONS AND SUPPORTS:

The school implements a tiered system of interventions and supports for students to increase

attendance. The system is designed to provide resources to students and their families to address the root causes of student absences. More intensive interventions and supports are provided to students with a greater number of absences.

TRUANCY PROCEDURE:

- When a student accumulates 30 hours of absence (approximately 5% of the school year), parents/guardians will be notified in writing in accordance with Board policy.
- When a student meets the “chronically absent” or 10% of hours of absence threshold listed above, the parents or guardians will be notified in writing from the school.
- The student will be referred to an Absence Intervention Team for the development of an Attendance Improvement Plan. Parents or guardians are encouraged to participate.
- If the student fails to make satisfactory progress under the absence intervention plan, the school may file a complaint in juvenile court.

ATTENDANCE INTERVENTIONS: Students with unexcused absences, truancy, or excessive tardiness may be subject to attendance interventions and/or disciplinary consequences. The school's response will depend on the student's attendance pattern, the reason for the absences, and applicable Board policy and Ohio law.

Attendance Interventions may include:

- Parent/guardian notification
- Parent/guardian conference
- Attendance Improvement Plan
- Referral to the Attendance/Truancy Officer
- Referral to the Absence Intervention Team
- Referral to community resources or support services
- Juvenile court complaint, when required by Ohio law

Disciplinary Consequences may include:

- Students do not earn points on their point sheet during the time they are tardy and/or absent
- Restriction
- In-School Detention

ARRIVAL AND DISMISSAL

Students should not walk to or be dropped off at school before 7:50 a.m. This is to protect students from injury due to lack of supervision. We do not accept responsibility for your student prior to 7:50 a.m.

The school day ends at 2:30 p.m. **All students not riding buses must be picked up by 2:30 p.m.** unless prior arrangements have been made with the Principal.

Tardy to School

Any student arriving after 8:10 a.m. and before 9:00 a.m. is considered to be tardy. Students and parents/guardians need to sign the student in upon arrival.

Early Dismissal/ Pick Up (Madison Champaign Policy 5230)

Students, including students who are 18 years of age, who wish to leave the building early or are

not riding the bus home must notify the school.

- Parents/guardians need to send a signed, written notification (the morning of) or call the school prior to the student leaving (or before 1:00 p.m.).
 - The written notification or phone call must include 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.
- Students and parents/guardians need to sign the student out before leaving.
- If a student feels that they are ill and needing to go home, they must be evaluated by the school nurse. The school nurse will contact parents/guardians.

VACATION POLICY

Extended vacations during the school year are discouraged.

Any absences due to a family vacation are applied to the permitted hours a student may be absent without written documentation 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 the student has been absent for the number of allowable hours by HB 96, all absences for vacation will be unexcused. Vacation days used during the weeks of statewide testing required for graduation will not be excused. Vacation Request Forms may be requested from the school office.

DRIVER'S EDUCATION (*Madison Champaign ESC Policy 5200*)

The Principal may approve up to two hours per day, on no more than four school days per year (for a maximum of eight total hours), for a high school student to attend a driver education course approved by the Director of Public Safety in accordance with Chapter 4508 of the Ohio Revised Code. Such absences shall not occur during a core curriculum course. The approved days do not need to be consecutive.

RELIGIOUS EXPRESSION DAYS (*Madison Champaign ESC Policy 5200*)

The Principal will approve up to 3 religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days must be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

Written request: parents or guardians must submit written requests to the Principal within 14 days after the start of the school year or 14 days after a student is enrolled in the program.

GENERAL INFORMATION

STUDENT HEALTH AND MEDICAL NEEDS

Schools may partner with local health organizations to provide comprehensive health services, including well-child visits, sports physicals, sexual health education, sick visits, vaccinations, and mental health support. To see a list of healthcare services provided by the ESC please visit the ESC's website <https://www.mccesc.org/> and locate the "Healthcare Services Annual Notice" on the homepage.

School nursing services are provided within the school building. (Madison-Champaign ESC policy 5780.01)

SCHOOL NURSE SERVICES

HEALTH SERVICES (Madison-Champaign ESC policy 5310)

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

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

The school nurse may provide or require parents to provide:

- dental examinations;
- tests for communicable disease;
- vision and/or audiometric screening;
- 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 medical form. 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 off campus activities if medical forms are not returned.**

MEDICATION (Madison Champaign ESC policy 5330)

The law prohibits unauthorized personnel from dispensing any type of medication. All medications, both prescription and non-prescription (i.e. over-the-counter aspirin, cough drops, allergy medicines, etc.) 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 (over-the-counter) 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.

BATHROOM USE (Madison Champaign ESC policy 7421)

In line with school policy and state law, all students, staff, and visitors must use restrooms and changing areas that match their biological sex — the sex listed on their birth certificate.

The school policy does not allow multi-user restrooms to be open to all genders. However, single-user restrooms are available for anyone who needs extra privacy or has special circumstances. Please contact the school principal to request this option.

MENTAL HEALTH SERVICES

Students having difficulties emotionally coping with various situations that arise in their lives may need the services of a social worker. Students may be referred by staff or parents to speak with a social worker. If you would like your child to talk to the School Social Worker, 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 School Social Worker for any reason, please contact the school and inform Michelle Yocom, school secretary or Cindy Williams, Principal.

SCHOOL MEALS

Mac-A-Cheek Learning Center will be operating on the Community Eligibility Provision (CEP) program under the National School Lunch Program and School Breakfast Program for the 2026-2027 school year. Schools qualifying to operate under CEP provide breakfast and lunch to all children at no charge and eliminate the collection of meal applications for free, reduced-price, and paid student meals. This approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals. This institution is an equal opportunity provider.

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

Breakfast – Breakfast is available each morning in the student’s classroom.

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

Lunch – Nutritious lunches are prepared and served each day. Our school lunches are provided by Bellefontaine City School.

Packed Lunches – Packed lunches may be brought to school.

A packed lunch should be a nutritious, balanced meal.

- 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.)
- Students are discouraged to bring multiple items of candy or dessert-like items (cookies, cupcakes, brownies, Hostess or Little Debbie snacks, etc.)

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

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

(Madison Champaign ESC Policy 5610.04)

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.

TRANSPORTATION CONSEQUENCES

A student may earn consequences from their home school or Mac-A-Cheek for violating 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** of the home school district. Bus consequences may include (but are not limited to):

- Restriction points
- In School Detention

- Suspension from transportation privileges for all or part of the school year (If this occurs the student is still expected to attend school; if the student does not attend, he/she will be marked as unexcused)
- Out of school suspension

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.

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 5601.04- Suspension of Bus Riding/Transportation Privileges.

Before a suspension from bus/vehicle riding privileges is imposed, the home school district administration or Principal of Mac-A-Cheek will provide a student with notice of an intended suspension and an opportunity to appear before the home school administration or Principal at Mac-A-Cheek. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the administration.

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 no earlier than 7:50 a.m. and be picked up no later than 2:30 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, if they live locally. The bicycle will be stored outside the school building during the school day. 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. Mac-A-Cheek and the board will not be responsible for bicycles which are lost, stolen or damaged.

OFF CAMPUS ACTIVITIES

(Madison Champaign ESC policy 2340)

A blanket Friday Afternoon Activity/Field Trip authorization form is located on Final Forms. Busing to and from off campus activities are provided by a Mac-A-Cheek staff. Students are expected to follow the bus rules and all directives of staff.

Student daily behavior at school and on the bus must also meet the set criteria for participation in the off campus activity.

If students demonstrate inappropriate behavior while on the off campus activity, they will not be allowed on field trips for a specified amount of time determined by the principal.

INCLEMENT WEATHER

If Mac-A-Cheek is to be delayed or closed because of severe weather, families will be notified using

- The Education Connection (text message and email-email will come from tec@mccesc.org),
- our Facebook page “Mac-A-Cheek Learning Center”,
- Peak of Ohio website (www.peakofohio.com), and
- Radio station WPKO– 98.3 FM in Bellefontaine

If school is delayed two hours, children should not arrive until 9:50 a.m. This includes students who walk to school, those who ride the bus, and those are dropped off by parents.

(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.)

If Mac-A-Cheek 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 be notified using the Education Connection system informing you of the early dismissal.

SCHOOL SUPPLIES/ SCHOOL PROPERTY

SCHOOL SUPPLIES

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**
- **Kleenex**
- **Paper towels.**

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

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 (examples include, but are not limited to; school equipment, library materials, textbooks, learning materials, school building, and the school property) may be subject to disciplinary measures, and students and/or their parents may be financially liable for such damage.

Students earn money through the Mac-A-Cheek At Work (MACAW) Program, if the student has accumulated money, this money may go toward reimbursing the damaged property. The Principal may send a 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.

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.

GRADING POLICIES

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

A- = 92-90

B+ = 89-87

B = 86-83

B- = 82-80

C+ = 79-77

C = 76-73

C- = 72-70

D+ = 69-67

D = 66-63

D- = 62-60

F = 59-0

E = Student achieving at ability, but not passing

S = Satisfactory

U = Unsatisfactory

I = Improving

P = Practice needed

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	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Incompletes

An Incomplete, ("INC") may be assigned when a student has not demonstrated sufficient evidence to earn a grade at the end of a grading period. A student who receives an "INC" has until the end of the next grading period to complete the required work and demonstrate sufficient evidence to earn a grade. The "INC" will be changed to the earned grade, which may be an "F". Any "INC" remaining at the end of the school year will be converted to the student's earned grade.

GRADE CARDS AND PROGRESS REPORTS

Grade Cards and IEP Progress reports will be sent to the parents/guardians of each student quarterly. IEP Progress reports are sent home to inform parents/guardians of the progress the student is making toward IEP goals and objectives. These reports provide information on the academic and behavioral progress of the student during the previous period.

Parent Teacher Conferences

There are four evenings set aside each school year for parent/teacher conferences.

Parents/Guardians are encouraged to schedule a conference with your student's teacher at these times.

If parents/guardians have questions or concerns any time of the year (not just during the time of conferences), please consult your child's teacher to schedule a conference.

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. The 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.

Classroom staff gives the student their point sheet(s) at the end of the day. The yellow 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 white 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

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 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

- Students who have been on Scholar 7 for 3 weeks, may request approval to monitor and complete their own point sheets (Pre-Grad) before the Graduate Committee
- After a student has monitored their point sheets (Pre-Grad) for three weeks (with staff signatures every period), the student may apply to the Graduate Committee for approval to move to Graduate Level. This will take a total of 6 weeks after reaching Scholar Step 7.
- When presenting to the Graduate Committee to move to Graduate Level, students will present evidence to the staff to advocate for this. Student presentations may be made in person, on video, or in writing.
- Students who earn 80 Restriction points will move back to monitoring their own point sheets (Pre-Grad) for 3 weeks. If the student earns no restriction points for these 3 weeks, the student may petition the Graduate Committee to stay on Graduate Level.
- Students with a one on one assistant will not be eligible for Graduate Level.

Privileges

- All privileges earned by students at the Scholar Level.
- Graduate-Level only off campus activities once per semester.
- 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 earn 80 Restriction points:	Return to Pre-Grad for 3 weeks
Students who earn 160 Restriction points, in one event:	Drop to Scholar 7 immediately
Students who earn 240-320 Restriction points, in one event:	Drop to Scholar 5 immediately
Students who earn 400 Restriction points, in one event:	Drop to Scholar 3 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 7-12 and/or when a student has met absence thresholds)
- 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 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 DETENTION

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

The rules for ISD are:

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

If students serve 1 hour of ISD 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 Detention over 1 hour in length must be approved by a head teacher or principal as an alternative to other consequences.

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.

STUDENT CODE OF CONDUCT

The purpose of listing these violations and disciplinary action is to inform students of what is considered unacceptable behavior and of the consequences of violating the rules. The Board of Education and Mac-A-Cheek believe that discipline in the school setting provides each student with the most favorable atmosphere for learning. We recognize that the incorporation of limits and controls by individual students are an important part of the learning process. We believe 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 appropriate 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.

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

SCHOOL RULES

1. Attend 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. No selling or trading items.
10. Turn cell phones off upon entering the building and turn them in to staff when you arrive in your classroom.
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, vapes, 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 and Graduate level students who have staff's permission are allowed in the hallway without staff).
15. Follow school dress code.

STUDENT DISCIPLINE

(Madison Champaign ESC Policy 5600)

The Governing Board and Mac-A-Cheek 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. Mac-A-Cheek 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.

DISCIPLINARY OPTIONS

When a student violates a school rule or policy at Mac-A-Cheek, the following disciplinary options are available to the staff and administration:

- Daily point sheets sent home as communication from school staff documenting behaviors
- Earning points reflective of the behavior
- Restriction points
- Privileges revoked
- Recess detention
- Lunch restriction
- In school detention
- Items confiscated
- Parent/guardian phone call
- After school detention
- Emergency removal
- In school suspension
- Out of school suspension
- Referral to legal authorities
- Filing of unruly charges with Logan County Court
- Recommendation for expulsion
- Other disciplinary measures as deemed necessary and appropriate for the orderly operation of the educational progress of the classroom and school environment.

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

(See Appendix for Madison Champaign ESC Policy 5610 and 5610.01)

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.

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. (Madison Champaign ESC Policy 5610.03)
- 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.
- 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.

DUE PROCESS RIGHTS

(See Appendix for 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.

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.

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.

Please refer to Madison Champaign ESC Policy 5611 (*Appendix C*) for more information regarding Due Process including but not limited to the Appeal Processes.

In determining whether disciplinary action set forth in this policy is to be implemented, Administrators shall use a preponderance of evidence standard.

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.

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

CONDUCT OFFENSES

- Abusive Language/Action - A student will not direct profanity or obscene gestures in an abusive manner to any staff member.
- Truancy - Truancy issues will be handled by the school and the attendance officer from the student's district of service. (See Attendance Policy, page 5)
- 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.
- Disruption of educational process - No student shall, by any means, cause disruption or obstruction of the educational process or other school function.
- Exchanging, trading, borrowing, loaning, or giving away items - Students shall not exchange, trade, borrow, loan, or give away clothing, shoes, or any other items. Disputes arise as to original ownership when students do so
- Dress Code Violations - 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. (See Dress Code, page 28)
- Computer/Internet Acceptable Use Policy - See Computer/ Internet Acceptable use Policy, (page 30)
- Cheating or academic misconduct - Students are not to borrow, copy, or otherwise represent the work of others as their own.
- Insubordination - A student will comply with directions of school staff in all school settings,

Forms of insubordination include failure to comply with directives or discipline procedures, repeatedly violating any rule, and lying to staff.

- Out of bounds - Out of bounds offenses shall include but are not limited to being in an area the student does not have permission to be in, walking out of the classroom without permission, walking out of the building without permission.
- 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.
- Cell Phones - Students are permitted to bring their phones, but upon arrival at school they must turn it off and hand it to classroom staff when they get to their classroom. (See page 31)
- 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. (See page 14)
- Tobacco usage - Students are not permitted to possess or use tobacco in any form, including electronic forms, in the school buildings or on school grounds. No possession of any type of tobacco or paraphernalia (i.e. lighters, matches, etc) is permitted. (See page 33)
- Narcotics, Alcoholic beverages, and Drugs (controlled substances) - A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, controlled substance, narcotic, counterfeit drug or any other substance that causes physical or mental change. Possession of drug paraphernalia is considered a violation of this section. (See page 33)
- Extortion - A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat or by gambling.
- Theft - A student will not take or attempt to take into possession either the public property or equipment of the school district or the personal property of another.
- 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, classroom staff 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.
- Dangerous objects and instruments - A student shall not possess, handle, transmit or conceal any object or substance, which might be considered a dangerous instrument capable of harming another person. This shall include "pepper spray" or "mace" products, lighters, matches, laser pointers, and other objects deemed dangerous by the administration. (See page 34)
- Threat - A student will not verbally abuse or threaten another person.
- Firearm or knife - A student shall not carry, have custody, or control of a firearm or knife. (See firearm and knife policy, page 34)
- Violent Conduct: Fighting/ Physical Attack - Any action to another person that may or does cause physical harm. 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. (See page 35)
- Harassment and Bullying - (See harassment and bullying policies, page 36)

DRESS CODE (Madison Champaign ESC Policy 5511)

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. Student dress should be modest and not disrupt the educational process and should reflect 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 extend to the knuckles of a closed fist when arms are placed on the side. The same closed fist rule will also be applied to skin showing through holes in jeans or pants. No skin should be visible above the closed fist line.
- Pants, jeans, or shorts which have holes in areas where underwear would be visible are not permitted unless shorts are worn underneath.
- Students are not permitted to wear pants, shorts or jeans 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.
- 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.
- If leggings are worn, the student's shirt must extend to the knuckles of a closed fist when arms are placed on the side.
- Students may not wear slippers to school unless there is a medical reason for doing so.
- 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.
- Coats, jackets, and outerwear items need to be placed in lockers during the school day.
- 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.
- Blankets are not permitted at school.
- Jewelry is discouraged. Mac-A-Cheek and the board will not be responsible for jewelry which are lost, stolen or damaged.

Bags, Backpacks, and Purses

- Students do not need to bring a backpack to and from school, but if they are choosing to, they need to follow Mac-A-Cheek guidelines for a backpack. Backpacks or book bags must be made of mesh or clear, “see-through” plastic.
- Purses and lunch boxes are permitted but should not be larger than 10 inches x 10 inches.
- Students bringing backpacks that do not follow the above guidelines, will be reminded to not bring the backpack back, if it continues the backpack may be confiscated.
- Backpacks, bags, purses, etc. that are not “see-through” are subject to being searched.

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 are reminded that these policies are in effect during the school day and for school activities. A student who is in violation of the above code may have to change clothes or correct the situation.

Individual Student IEP teams may determine individual modifications to the dress code for safety purposes.

TECHNOLOGY USE

COMPUTER AND INTERNET USE (Madison Champaign ESC Policy 7540.03)

Student Technology Use

The Educational Service Center provides technology resources, including computers, internet access, school email, and approved digital tools, to support learning. These resources are for educational purposes only and must be used responsibly, ethically, and in accordance with the Student Code of Conduct.

Students are expected to:

- Use school technology for educational purposes only.
- Follow all school rules, cybersecurity procedures, and staff directions when using technology.
- Use their assigned school email account for all school-related communication.
- Practice respectful, responsible, and appropriate online behavior.
- Protect personal information and the privacy of others.
- Use only school-approved websites, apps, and online services unless otherwise authorized.

Students may not:

- Use school technology for illegal, harmful, or disruptive activities.
- Access, create, or share inappropriate, offensive, or unauthorized content.
- Attempt to bypass internet filters, security measures, or monitoring systems.
- Engage in cyberbullying, harassment, plagiarism, hacking, or other violations of school policy.

The ESC uses internet filtering and monitoring systems to help provide a safe online environment. Students should not expect privacy when using school-owned devices, networks, email, or other technology resources.

Artificial Intelligence (AI)

Students may only use AI tools for school assignments with prior teacher permission.

Unauthorized use of AI is considered plagiarism and may result in disciplinary action.

Students must properly acknowledge or cite AI-generated content as directed by their teacher and be able to explain how AI was used in their work.

ACCEPTABLE USE POLICY (*See Appendix for Mac-A-Cheek Acceptable Use Acceptable Use Policy*)

Students and parents/guardians must sign the Mac-A-Cheek's Acceptable Use Agreement before students may use school technology resources. Failure to follow these expectations may result in loss of technology privileges and disciplinary action.

The school may monitor the use of its computers, network, and Internet resources. Students should have no expectation of privacy when using school technology.

ELECTRONIC DEVICES (*See Appendix for Madison-Champaign ESC Policy 5136.01*)

Personal electronic devices may only be used at school or school-sponsored activities with permission from school staff. Devices may not be used to disrupt learning, bully or harass others, record or photograph anyone without permission, violate privacy, or engage in cheating or other misconduct. Electronic devices are prohibited in areas where privacy is expected, such as restrooms and locker rooms. Unauthorized devices may be confiscated, and students are responsible for any personal devices they bring to school.

School-Issued Devices

School-issued devices are provided for educational use. The school may access or monitor these devices only as permitted by law for educational purposes, technical support, safety concerns, locating lost or stolen devices, exam proctoring, or to comply with legal requirements. When a student's device is accessed under one of these permitted circumstances, parents/guardians will be notified in writing within 72 hours (or within 72 hours after a safety threat has ended, if immediate notification would create a risk). The notice will explain why the device was accessed, what information or features were accessed, and, when applicable, the nature of the safety concern.

USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Personal Communication Devices (*See Appendix for Madison-Champaign ESC Policy 5136*)

Students may bring personal electronic devices, including cell phones, to school; however, all devices must be turned off before entering the building and turned in to classroom staff upon arrival. Devices will be stored securely by classroom staff during the school day and returned before dismissal. Once returned, devices must remain powered off until students have exited the building.

Students on Scholar Level may be permitted to use their device to listen to music during class at the discretion of classroom staff. Devices may not be used in hallways, at recess, or by other students.

Students may not use personal electronic devices to make calls, send text messages, take photos or videos, access social media, record others, or otherwise use the device during the school day or on school transportation unless authorized by the principal.

Students are responsible for the care and security of any personal electronic device they bring to

school. The school and ESC are not responsible for lost, stolen, or damaged devices.

Consequences for Improper Use of Personal Electronic Devices

If a student fails to turn in a personal electronic device or uses one without permission, the following consequences may apply:

- First offense: 80 restriction points; device held by classroom staff until dismissal.
- Second offense: 80 restriction points; device confiscated and released only to a parent/guardian.
- Third offense: 400 restriction points (1-hour In-School Detention); device released only to a parent/guardian.
- Continued offenses: Loss of the privilege to bring a device to school for the remainder of the school year. Any device brought to school thereafter will be confiscated and held in the school office until picked up by a parent/guardian.

TOBACCO, ALCOHOL, AND DRUGS

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 mental health office whenever such help is needed

USE OF TOBACCO (Madison Champaign ESC Policy 5512)

The board is committed to providing students, staff, and visitors with a tobacco-free environment. The Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco in any form, including electronic forms, and any look-alikes on school property, in school vehicles, or in any school facility. No possession of any type of tobacco, look-alikes, or paraphernalia (i.e. lighters, matches, etc) is permitted.

DRUG PREVENTION *(See Appendix for 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, Mac-A-Cheek strives to prevent drug abuse and help drug abusers by educational 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.

Mac-A-Cheek 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 School property, in school vehicles, and/or at any School- sponsored event.

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 and 7217)

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 policy includes, but is not limited to, look-alike items, false fire alarms, bomb threats, 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 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, knives, 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 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 disciplinary action 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 disciplinary action.

FIREARM OR KNIFE

A student will not possess, handle, conceal, transmit, or use a firearm or a knife on any MCCESC Board property, in a school building, in a school vehicle, or at any school-sponsored activity or function. Possession of a counterfeit firearm or knife is considered a violation of this section. For the purpose of this policy, “possession” shall mean: to carry, have custody or control of.

For the purpose of this policy, “**firearm**” shall mean: any weapon 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 firearm silencer; or any other such destructive device, whether loaded or unloaded and operable or inoperable but which can be readily rendered operable as defined by the law. Examples of firearms include, but are not limited to, any handgun, automatic or semi-automatic firearm, sawed-off firearm, starter’s gun and zip gun.

Examples of destructive devices include, but are not limited to, any explosive, incendiary or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than one quarter ounce, mine, or similar device.

For the purpose of this policy, “**knife**” shall mean: a cutting instrument consisting of a blade fastened to a handle. Examples of knives include, but are not limited to, any switchblade knives, gravity knife or any similar weapon which has a blade length of one and one-half or more inches. For the purpose of this policy, any razorblade will be considered a violation of above-mentioned policy.

SEARCH AND SEIZURE *(See Appendix for 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.

The Principal is 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 School 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 Principal has reasonable suspicion that illegal drugs may be present in the school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on School 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.

VIOLENT CONDUCT: FIGHTING/PHYSICAL ATTACK (ASSAULT)

For the purpose of this policy, Violent Conduct shall mean an act that:

- Would be a criminal offense if committed by an adult; and
- Results in 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).

If a student commits an act of violent conduct at school, or other school property, at a school related program or activity, the student's actions will result in disciplinary action.

ANTI-HARASSMENT *(See Appendix for 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:

- 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;
- Filing a malicious or knowingly false report or complaint of harassment;
- 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:

- teasing;
- threats;
- intimidation;
- stalking;
- cyberstalking;
- cyberbullying;
- physical violence;
- theft;
- sexual, religious, or racial harassment;
- public humiliation; or
- 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:

- Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- 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.

- 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;
- submission or rejection of such conduct by an individual is used as the basis for

- employment or educational decisions affecting such individual;
- 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:

- unwelcome sexual propositions, invitations, solicitations, and flirtations;
- physical assault
- 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;
- 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;
- sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals;
- unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- 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;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- 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 MCCESC 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 charges and/or with respect to the application of this policy to MCCESC employees or other adult members of the MCCESC community.

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.

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 (See Appendix for 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.

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.

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 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.

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

(See Appendix for 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. Staff 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.

Staff members 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 Staff who have been trained in accordance with this Policy (5630.01) to protect the care, welfare, dignity and safety of the student.

STUDENT RECORDS

CHANGE OF CONTACT INFORMATION

Any Change of address, telephone number, or custody of a student during the school year must be reported to the office as soon as possible.

PROTECTION AND PRIVACY OF STUDENT RECORDS (See Appendix for 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/>. (See Appendix)

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 requests 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 Ketcham, 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 in compliance with policy 8330 Form 8330 F9.

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:

- political affiliations or beliefs of the student or the student's parents;
- mental or psychological problems of the student or the student's 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).

Consistent with the PPRA and Board policy 2416 (Form 8330 F9), parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Matthew Ketcham 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 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 *(See Appendix for Madison Champaign ESC 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).

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 (i.e. textbooks, reading lists, instructional materials, and academic curriculum) 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).

PARENTS RIGHT TO KNOW

Professional Qualifications

In accordance with Board Policy 3120/4120 and federal law, parents/guardians have the right to request information regarding the professional qualifications of their child's teacher and any applicable paraprofessional providing instructional services. Requests may be made through the school office.

Third Grade Reading Guarantee

Students in kindergarten through grade 3 participate in state-approved reading assessments to monitor reading progress.

Parents/guardians will receive:

- Information about the reading assessments used.
- A copy of their child's assessment results.
- Written notification if their child is identified as "**not on track**" in reading.
- Information about reading interventions and supports that will be provided.
- A copy of the student's Reading Improvement and Monitoring Plan (RIMP), when required, and opportunities to participate in developing the plan.

If you have questions about your child's reading progress or assessment results, please contact your child's teacher or building principal.

STUDENT AND PARENT RIGHTS *(See Appendix for Madison Champaign ESC Policy 5780)*

Parents and students have the right to inspect instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

Students may use the following curriculum, testing, and/or assessment technology: iReady, Clever, Google Suite, Mystery Science, Emozie (publisher Paths Program LLC), and Benchmark Advance Literacy Curriculum (Benchmark Education Company). If you would like to research these further, please reach out to the Principal.

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.

ASSURANCE OF COMPLIANCE

Mac-A-Cheek Learning Center as a part of the Madison Champaign County ESC assures that it will comply with:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the

basis of race, color or national origin. (*Madison Champaign ESC Policy 5517 Form 2260 F2 and Form 2260.01A F3*)

- Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination on the basis of handicap.
- Title IX of the Education Amendment of 1972 that prohibits discrimination on the basis of sex in Educational Programs or Activities (*See Appendix for Madison Champaign ESC Policy 2266*)

Madison Champaign County ESC has appointed the following individuals as compliance officers:

Title VI - Mary Mitchell, Superintendent
2200 South U.S. Highway 68
Urbana, Ohio 43078
(937)484-1557

Title IX - Sheila Roberts, Director
2200 South U.S. Highway 68
Urbana, Ohio 43078
(937)484-1557
sheila.roberts@mccesc.org

Title IX - Matthew Ketcham, Treasurer
2200 South U.S. Highway 68
Urbana, Ohio 43078
(937)484-1557
matthew.ketcham@mccesc.org

If an individual feels that he/she has a complaint or concern regarding Title VI, or Title IX, he/she should contact the compliance officer for that section.

SCHOOL SAFETY

EMERGENCY DRILLS

(See Appendix Madison Champaign ESC Policy 8420)

Fire and tornado instructions are posted in each room. It is essential that everyone moves quickly, BUT not running; and quietly so that everyone may hear instructions in case of a change from the original plan.

FIRE DRILL

Mac-A-Cheek Learning Center conducts Fire Drills monthly, in accordance with Ohio requirements (at least 6 per school year). 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 staff person in charge.

TORNADO DRILL

Tornado drills are held in accordance with Ohio requirements (once a month during tornado season). 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 overhead. If students are outside, get into the building as quickly as possible. When the person in authority gives the clear signal, return in an orderly fashion to your room.

SAFETY DRILLS

Safety Drills or Lock Down drills are held in accordance with Ohio Requirements (at least 3 per school year). Upon hearing the signal, students must remain quiet and follow directions of all personnel or law enforcement officials.

The school will provide advance written notice and follow up certification of such drill to firefighter/law enforcement agencies having jurisdiction.

The school will notify parents of safety situations according to our Emergency Management Plan. (Madison Champaign ESC policy 8400)

SCHOOL VISITORS

(Madison Champaign ESC Policy 9150)

Mac-A-Cheek welcomes visitors (i.e. students' home school staff, potential or new students and parents/guardians, interested educators, current students' parents/guardians, professionals working with current students with written approval, etc.) .

- Students are not to have non-parental/guardian visitors during the school day.
- Students are not permitted to have student visitors.

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, 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. If a visit is scheduled it needs to be made at least 24 hours prior to the visit and have administrative approval. This will also allow school staff to ensure that confidentiality requirements are

implemented during parent visits.

ALL VISITORS MUST STOP IN THE OFFICE TO SIGN IN

Visitors 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.

VIDEO SURVEILLANCE & ELECTRONIC MONITORING

(Madison Champaign ESC Policy 7440.01)

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g. theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property and in school buildings. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

APPENDIXES

Attendance Policy 5200

Removal, Suspension, Expulsion, and Permanent Exclusion of Students Policy 5610

Permanent Exclusion of Nondisabled Students Policy 5610.01

Due Process Rights Policy 5611

Mac-A-Cheek Acceptable Use Policy

Electronic Devices Policy 5136.01

Personal Communication Devices Policy 5136

Drug Prevention Policy 5530

Search and Seizure Policy 5771

Anti-Harrassment Policy 5517

Bullying and Other Forms of Aggressive Behavior Policy 5517.01

Positive Behavior Interventions and Supports and Limited Use of Restraint and Seclusion Policy 5630.01

Student Records Policy 8330

Student Privacy and Parental Access to Information Policy 2416

Student and Parent Rights Policy 5780

Nondiscrimination on the Basis of Sex in Education Programs or Activities Policy 2266

Emergency Situations at Schools Policy 8420