

Southern Ohio Learning Center

2024-2025 Student-Parent/Guardian
Handbook



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Program Disclaimer

As a service provider, the primary goal of our program is to provide a tailored and supportive environment for children with disabilities. After enrollment, Southern Ohio Educational Service Center (SOESC) staff, school district representatives, and parents/guardians work collaboratively to support the changing needs of each student. However, in instances where a student's needs significantly misalign with the objectives and resources of the SOESC program, careful consideration is given to the student's educational placement. If, after thorough assessments and collaborative discussions involving SOESC and District staff, as well as parents/guardians and other involved specialists, it is determined that a student's requirements exceed the program's capacity to meet them effectively or that the program is no longer a good fit for the student, a decision may be made to transition the student to an alternative educational setting better equipped to address their specific needs. This decision is guided by a commitment to the student's well-being and academic progress, with the ultimate goal of facilitating an environment where each student can thrive and receive the necessary support for their unique needs.

When a decision is made to transition a student out of a program, SOESC is committed to ensuring that this process involves open communication and collaboration between all IEP team members, including the family, to ensure the student's transition is as smooth and positive as possible. SOESC will discuss additional resources such as home instruction that may be provided on a temporary basis to assist with transition and exploration of a new placement.

Students who are determined not to be a good fit for a program either before or after they have enrolled may be eligible for enrollment at a later date based on changing circumstances, needs, and program availability.

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**Additional Forms will follow the handbook acknowledgement page.
Please submit all forms to the school office. Thank you!**

We are looking forward to a fantastic year! - The SOLC Staff

Introduction

The Southern Ohio Educational Service Center believes that education is a cooperative process that involves administrators, teachers, students, parents/guardians and the community in promoting excellent educational programs through a constant cycle of diagnosis of need, implementation and evaluation.

Recognizing that each district is unique and diverse, programs and services are designed to enhance the sharing of resources and working together cooperatively. Our ultimate goal is for all students to have positive learning opportunities, which we strive to achieve through teamwork, effective leadership and mutual support.

Southern Ohio Educational Service Center Vision and Mission Statement

Vision Statement: Leading with innovative solutions for student and community success.

Mission Statement: Together, we empower excellence by transforming education through dynamic partnerships for our students and community.

Southern Ohio Learning Center (SOLC) Vision Statement, Goals, and Motto

Vision Statement: To teach students identified with mental health and behavior concerns, the skills necessary to successfully transition into the least restrictive environment, socially, emotionally, and academically.

Southern Ohio Learning Center Goals: For all students to have value-added to their days each day and to identify educational and behavioral objectives, remediate the deficiencies, strengthen coping skills and develop transfer skills so that the students will be able to adequately function in society and their homeschool setting.

Southern Ohio Learning Center Motto: SOLC: where everyone creates a healthy, nurturing environment and people know they are important, accepted, and have a reason to smile.

To Meet Our Vision, We Will:

- Provide successful learning experiences to promote opportunities for positive self-image.
- Provide a hope-filled environment in which students can learn.
- Provide a meaningful and adaptive curriculum for each student including intellectual skills in written and spoken communication, mathematics, science, social studies, problem solving and social awareness.
- Provide a highly trained, sensitive and motivated staff that will support and foster the SOLC Vision, and utilize components of the *Nurtured Heart Approach®* (NHA), *Restorative Justice*, and *Positive Behavioral Intervention and Supports*

(PBIS) with behavior management.

- Teach and demonstrate respect for each student and maintain an environment that will enable each student to learn, grow, and feel worthy.
- Provide mental health services to students and their families through our contracted mental health agency.
- Involve parents/guardians and members of the community in their active roles as stakeholders.
- Utilize positive behavior supports/interventions for all students.

Our Core Beliefs:

We believe children need:

- Consistency
- Honesty
- Structure & Support
- Respect & Trust
- To be physically & mentally healthy
- Accountability & Discipline
- Encouragement
- To be challenged in a positive manner
- Explicit instruction in all domains
- Cooperative experiences
- Equal & individual attention
- Positive role models
- Wrap-around services
- Home-to-school collaborations
- To feel safe at school
- To feel like they belong at school
- Healthy relationships

We believe our children:

- Are good kids
- Come from different environments
- Are capable of contributing in many positive ways
- Learn differently & uniquely
- Want to succeed
- Need to learn how to encourage & believe in themselves
- Need to develop the appropriate methods to communicate for themselves
- Are smart and capable of learning

Referral Process

Students attending the Southern Ohio Learning Center must be referred by their home school district for behavior or emotional disturbance. School districts review the needs of each child to determine if they can provide the specific services necessary for progress in the general curriculum. During the IEP (Individual Education Plan) team process, if the team determines the student needs intensive mental health therapy, social skills instruction, specific behavioral strategies, structured small-class environment, etc., they may refer the child to the SOLC. The child's IEP, ETR (Evaluation Team Report), Functional Behavior Assessment, Behavior Intervention Plan and any other pertinent information are sent to the *SOLC Principal* and are reviewed for possible placement. A student observation by ESC and/or SOLC staff may be scheduled prior to a change of placement to ensure SOLC interventions are appropriate for the individual student needs. If appropriate, an IEP meeting is arranged by the home school district and the appropriate IEP amendments are made. The child's parent/legal guardian must sign the amended IEP for change of placement.

Evaluation Team Report (ETR) and Individualized Education Plan (IEP)

Every three years, students are required to have a multi-factored evaluation team report. This evaluation will be conducted by the home school district in coordination with the staff of the SOLC. Every year, a student's IEP is required to be updated by the Intervention Specialist for the following year. This process involves all people who impact the development of the child. At least one parent/guardian is expected to attend each of these meetings.

Miscellaneous Phone Numbers

Home and/or main contact phone numbers of students and staff will not be provided to anyone requesting the information. Please contact the Southern Ohio Learning Center office (937-382-6921) when seeking additional contact information.

Progress Reports/Grades

The SOLC believes that cooperation between school and home is a vital ingredient to the growth and education of the whole child. We recognize the responsibility to keep /guardians informed of student welfare and progress (including grades) in school. This reporting process can help the student and parent better assess the student's progress toward personal education goals. Grading shall be a system of measuring and recording the student's progress and achievement, which enables the students, parents/guardians and teachers to understand the student's strengths and weaknesses.

Progress reports are sent to a parent/guardian every nine (9) weeks to indicate how the

student is functioning academically. Annual reviews are also held to summarize the year's progress and make recommendations for the next school year. The educational staff also tries to maintain continuing communication regarding positive credits earned each day so that a joint effort can be made to assist each student in achieving his/her maximum potential.

Grading System: listed below is the board adopted grading system

- 90%-100% = A / Excellent
- 80% - 89% = B / Above average
- 70% - 79% = C / Average
- 60% - 69% = D / Below average
- F = Failure / Student will need to recover the work
- I = Incomplete / Student will need to finish the work for credit
- Pass = Acceptable Achievement

Graduation Requirements: Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests, meet the school requirements for basic course-work, and earn the total number of minimum credits for students enrolled in special education. The IEP is the basic tool utilized in developing educational programming for all students. The development of the IEP is a joint effort of all those involved with the student's development. The criteria for graduation and the extent of participation in the state mandated assessment tests will be determined by their IEP team. **Credit and service-hour requirements may vary according to each student's homeschool graduation requirements.**

All students in grades 9-12 will receive credit toward graduation upon successful completion of each course. Credit will be transferred back to each student's home school district upon leaving and or graduating from SOLC.

A student completing all graduation requirements while at the SOLC will receive a diploma from his or her home school.

Fire & Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt and orderly evacuation of the building. The school conducts tornado drills during the tornado season following procedures prescribed by the state.

Meal Service

Students may bring their own lunch to school or they may purchase a sack lunch from their home school district. Students are not permitted to leave the school premises during the lunch period nor order out. Applications for the schools' Free and Reduced Price Meal programs are distributed to all students through their home schools. If students qualify for free and reduced lunch it is the parent/guardian's responsibility to fill out paperwork through their home school to obtain their F/R lunch. It is the student's responsibility to pick up the lunch from their home district.

Food, Drinks, and Snacks

Snacks served during the school day will be based on timing of school meals, children's nutritional needs, children's ages, allergies, and other considerations.

Computer Technology & Networks

Both the parent/guardian & student must sign an agreement before the student can use the school's computer network or the Internet. The signed agreement defines the conditions under which the student may use the equipment and services. Failure to abide by the terms of the agreement may lead to termination of the student's computer account and/or possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Students' online activities will be monitored online by staff.

Common Illness Guidelines for Decisions about School Attendance

Bed Bugs: Bed bugs are a nuisance, but they are not known to cause or spread disease. They are usually active at night when they feed on blood. Their bite is initially painless, but may become swollen and itch, much like a mosquito bite. If you have any concerns for you or your child, you should call your physician. We do not send a child home if a bed bug is found. We check them for bug bites, if found, school items will be placed in a plastic bag and placed outside until after school. We also notify parents/guardians of the discovery of bed bugs. The source of the bed bugs often cannot be determined, as they may be found in many places, including hotels, airplanes, buses, hospitals, department stores and movie theaters. Finding bed bugs does not mean that our school buildings or buses are infested. Bed bugs are often unknowingly brought into the school building by occupants or as a result, we may have future sightings. Even though it is unlikely for bed bugs to reproduce and spread in schools, we will continue to work on identifying pests, provide thorough inspections of our school building. Affected classrooms will be treated appropriately. If you have experienced them in your home, we strongly recommend that you seek assistance from a qualified pest control. For more information, please click on this link:

<https://www.epa.gov/sites/default/files/2015-11/documents/bed-bug-guidance-for-scho>

Chicken Pox: A skin rash consisting of small blisters which leaves scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

Common Cold: Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. *Your child should remain home if symptoms are serious enough to interfere with his or her ability to learn.* Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

Fever: If your child's temperature is 100 degrees Fahrenheit or greater (1 or 2 degrees above the child's normal temperature) s/he should remain home until s/he has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of illness.

Flu: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

Head Lice: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts, close to the scalp. They are small white specks usually found at the nape of the neck and behind the ears. After receiving treatment with a pediculicide (e.g. RID) shampoo and nits have been removed, the student must be cleared by a school official, health department, or physician. The absence under this condition will be limited to a maximum of 2 days. Continued recurrence of lice and/or nits will require written documentation from a physician or health department on the physician's letterhead to document the need for more absences or OK to return to school.

Impetigo: Blister-like lesions which later develop into crusted, pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

Pain: If your child complains, or behavior indicates that s/he is experiencing persistent pain, s/he should be evaluated by a physician before attending school.

Pink Eye: Redness and swelling of the membranes of the eye with burning or itching matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels, and not touching any part of the eyes with the tip of the medication applicator while

administering antibiotic ointment.

Skin Rashes: A physician should evaluate skin rashes of unknown origin before your child is sent to school. When the doctor approves a return to school, please send a physician's note with your child to the office.

Strep Throat/Scarlet Fever: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. Scarlet fever shows the same symptoms as strep throat as well as a strawberry appearance to the tongue and skin rash. High fever, nausea, and vomiting may also occur. Your child should remain home until receiving 24 hours of antibiotics 1-2 days after a strep infection. Antibiotics orders for strep infections are to be taken for 10 days or until all the medication is gone. Only return to school after following these guidelines and if no fever or vomiting has occurred for 24 hours.

Vomiting & Diarrhea (Intestinal Viral Infections): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until vomiting, diarrhea, or fever has ceased for a full 24 hours.

Attendance & Tardiness

The goal of the SOLC is that no student should miss any days of school without legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success. To help ensure that our students achieve that success, The SOLC has joined with all of the school districts in Clinton County in adopting a uniform attendance policy as described below.

School hours will be from 8:00 am to 2:30 pm. (Doors open at 7:45 am.)

- Students are expected to attend school every day.
- Students arriving later than 8:00 am will be reported tardy to the home school.
- Attendance will be reported (in hours) to the home school.
- If a student is ill, the parent/guardian must call the school at (937) 382-6921.
- Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician. *(See description below)*
- Any classwork, tests, assignments, homework, etc. that a student misses due to an excused absence(s) will be reassigned *upon the student's return to school*. SOLC strongly discourages students missing school for family vacations, and/or reasons other than listed below in the section labeled Legitimate Excusable Absences.

Attendance Guidelines

- A. The attendance policy will cover each semester that the student is enrolled;
- B. Each student will be permitted a maximum of sixty (60) hours of absences per school year without independent verification (i.e. doctor excuse).

- C. Until a student accumulates sixty (60) hours of absences in a school year, a note or a phone call from the parent/guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent/guardian within forty-eight (48) hours (i.e. two business days), of the student's return to school, the absence will be unexcused.

Legitimate Excusable Absences

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

- A. **Short Term Personal Illness:** For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. **The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school.** Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. **A doctor's excuse must be provided to the school within forty-eight (48) hours (i.e. two business days) of the student's return to school or the absence will be unexcused.** If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused (for example, excuse not provided within the property time period, excuse not written by a doctor, etc.). A copy of the refused excuse will be maintained in the student's file.
- B. **Long Term Personal Illness:** If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, (for example, excuse not provided within the proper time period, excuse not written by a doctor, etc.). A copy of the refused excuse will be maintained in the student's file.
- C. **Chronic Illness:** Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider (i.e. physician, nurse practitioner, or physician assistant) without the need for the student to be seen by the healthcare provider. Parents/guardians shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.

- D. **Head Lice:** Students who are excluded from school due to head lice are allowed fourteen (14) hours of excused absences with two (2) occurrences per year, maximum. days beyond the fourteen (14) hour limit or days beyond the two (2) permissible occurrences per year are unexcused. (See pg. 8 for further details.)
- E. **Illness or Injury in the Family:** Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours (i.e. two business days) of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused (for example, excuse not provided within the proper time period, excuse not written by a doctor, etc.). A copy of the refused excuse will be maintained in the student's file.
- F. **Death in the Family:** Three days absence will be permitted, unless a parent/guardian offers a reasonable explanation that more school absences are necessary. The parent/guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate (i.e. funeral service documentation, etc).
- G. **Observance of Religious Holidays:** Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent/guardian has notified the school in writing at least forty-eight (48) hours prior (i.e. two business days) to the absence.
- H. **College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments:** The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours (i.e. two business days) of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.
- I. **Court Appointments:** In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours (i.e. two business days) of the student's return to school. A court appearance is not an all-day excused absence.
- J. **Vacations:** Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences (thirty-five (35) or more hours in a quarter) may

have such absences denied.

- K. **Other:** The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

Unexcused Absences

- A. Any absence other than those described above.
- B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:
- a. Missing the school bus
 - b. Experiencing transportation problems at home or on the way to school
 - c. Remaining at home to complete school assignments
 - d. Missing school without legitimate illness
 - e. Oversleeping
 - f. "My mom didn't get me up."
 - g. Not having suitable clothing to wear to school
 - h. Working at a job during the school day without a proper work permit
 - i. Babysitting
 - j. Any form of recreation (unless pre-approved vacation days)
 - k. Personal business that can be done after school or on the weekends
 - l. "Helping at home" or "was needed at home"
 - m. "I had a game last night."
 - n. Pictures or portraits
 - o. Hunting season
 - p. Court does not excuse a student all day

Absence Notification Procedures

- A. **Immediate Notification:** As a result of the Missing Student Act, a student's parent/guardian is required to contact the school office on the day of the absence. We report absences and any contact with home to home districts by 9 am.
- i. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact you by phone. If phone contact is unsuccessful, we will try Remind or email, then secondary contacts. If the concern is great, we will send a sheriff for a well-check.
 - ii. A reported absence may still be determined to be unexcused according to the absence policy.
- B. **Ways of Reporting Absences:** Absences will be considered reported if:
- i. A parent/guardian calls the school the day of the absence and provides the reason for the absence.

- ii. A parent/guardian writes a note or provides other required documentation to the school listing the day(s) missed and the reason for the absence(s).
- iii. School officials make contact with a parent/guardian and receive a satisfactory explanation for the absence(s).
- iv. Remind app or email.

Truancy Definitions & Intervention Procedures

- A. If a student is absent without legitimate excuse for eighteen (18) hours in a school year, the parent/guardian will be notified by letter.
- B. If a student is absent without legitimate excuse for forty-two (42) hours without legitimate excuse, the student will be referred to the Clinton County Juvenile Mediation Program and/or your respective counties program. Whether or not mediation is performed is at the discretion of the Mediator.
- C. Once a student is absent for thirty-eight (38) hours in a month or sixty-five (65) or more hours in a year, the student's parent/guardian will be notified of the excessive absenteeism by letter. The school may, at that time, implement an intervention strategy that has been adopted by the school (RC 3321.191(C)(1)).
- D. Under Ohio law, a student is considered habitually truant if the student is absent from school without legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year (RC 2151.011).
- E. Once a student becomes habitually truant, the school will intervene with the student for a period of sixty (60) days. Said intervention may include the participation of an absence intervention team, if required, or referral to an alternative to adjudication through the Clinton County Juvenile Court and/or your respective county (RC 3321.191(C)(2)).
 - *If the student accumulates significant absences or does not make progress during this sixty (60) day period, truancy charges will be referred to the Clinton County Juvenile Prosecutor and/or your respective county for court filing.
- F. Charges may be brought against the parent/guardian of a truant student for Failing to Send a Child to School or Contributing to the Unruliness or Delinquency of a Minor (RC 2919.24 & RC 3321.38).

Early Dismissal

- Students requesting an early dismissal need to bring a note from their parent/guardian to their teacher. The note should include the reason for the early dismissal and phone number where the parent/guardian can be reached for verification.

- Students are not permitted to leave school grounds without permission of the administration of the SOLC.
- Parents/guardians must personally sign students out (in the school office) if leaving prior to dismissal.
- No student may leave school prior to dismissal time without a parent/guardian submitting a signed written request or coming to the school office to personally request the release. No student will be released to any person other than custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. The other person must show identification.

Snow, Emergency, or Calamity Days

The SOLC utilizes the same calamity days as the Laurel Oaks Career Campus. Therefore our classrooms are closed on the same days as Laurel Oaks Career Campus. In addition, if you reside in one of the participating districts, students will not be transported to school if the home district is closed. If your home district is closed and the SOLC is open, you are welcome to transport your child to school, but you may also keep him or her home without attendance penalty if you do not feel safe traveling.

Injury & Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and make contact with home.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine if the student should remain in school or go home. No student will be released from school without proper parental permission.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. For the safety of all students, the principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized waiver on record at their home school.

Emergency Medical Authorization

A complete Emergency Medical Authorization Form must be on file with the SOLC in order for a student to participate in any activity on or off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, co-curricular, and Community Room activities. The Emergency Medical Authorization Form is provided at the time of enrollment or at the beginning of each school year.

All changes of information must be reported to the office immediately. This includes but is not limited to: name, residency, address, phone contact, health status, emergency contacts, emergency medical information, guardianship, custody, or any court orders.

Use of Medications

Students who must take prescribed medication during the school day must comply with the following guidelines:

1. Parents/guardians should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the SOLC Principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
3. All medications must be registered with the principal's office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the principal's office by the student's parent/guardian or by another responsible adult at the parent/guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
 - *If, for supportable reason, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) or guardian shall be notified of the decision in sufficient time for an alternative means of administration to be established.
4. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
5. The parent/guardian shall have sole responsibility to instruct their child to take

the medication at the scheduled time.

6. SOLC will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

Non-prescribed (over-the-counter/OTC) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents/guardians may authorize administration of a non-prescribed medication on forms that are available from the SOLC. Physician authorization is not required in such cases. By written notice a parent/guardian may also authorize that their child:

- a. self-administer non-prescribed medication
- b. keep non-prescribed medication in his/her possession

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents/guardians are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the school's Student Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the principal's office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

Care of Property

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Students will turn in all personal property, including cell phones, upon arrival to school, and staff will lock it up for the day.

If a student damages or loses school property, the student and/or his/her parents/guardians will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Code of Conduct, including possible criminal damaging charges.

Zero Tolerance

Any form of violent, disruptive, or inappropriate behavior, including excessive truancy will be addressed. However, The American Psychological Association's Zero Tolerance Task Force endorsed Restorative Justice as a promising alternative to zero tolerance.

***Student Code of Conduct (#1-33)**

The Student Code of Conduct addresses the types of misconduct that will subject a student to disciplinary action.

**Each of the behaviors described below will subject the student to disciplinary action including, but not limited to, loss of privilege, restoring justice, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school.

1. Use of drugs and/or alcohol

Students are prohibited from possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids or drug-related paraphernalia.

If the principal has a reasonable individualized suspicion of drug or alcohol use, she may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol or drug use un-refuted thus leading to disciplinary action. The student will then be given a second opportunity to take the test.

2. Use of tobacco

The use of tobacco and vaping products is a danger to a student's health and to the health of others. The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular events or other school-sponsored events. Tobacco products include, but are not limited to cigarettes, e-cigarettes such as JUUL, cigars, pipe tobacco, chewing tobacco,

snuff or any other matter or substance that contains tobacco or anything mimicking tobacco or tobacco products.

3. **Use and/or possession of firearms**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program or event, regardless of where it occurs, will result in a change of placement allowable under the Individuals with Disabilities Education Act.

A firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unleaded firearm and any firearm which is inoperable but which can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. **Use and/or possession of a weapon**

A weapon is any device, which may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon will be subject to up to possible expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

5. **Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another will be considered a weapon. This includes but is not limited to chairs, pens, pencils, books, staples, and jewelry.

6. **Knowledge of dangerous weapons or threats of violence**

The Board believes that students, staff members and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the program principal. Failure to report such knowledge will subject the student to discipline.

7. **Purposely setting a fire**
Starting a fire that could endanger school property and its occupants is a crime. Any student intentionally starting a fire will be subject to possible felony charges.
8. **Physically assaulting a staff member/student/person associated with the district**
Physical assault of a staff member, student or other person associated with the district regardless of whether it causes injury, will result in suspension from school. Assault of any other individual may also result in criminal charges.
9. **Verbally threatening a staff member/ student/person associated with the district**
Any statement or noncontact action that a staff member, student or other person associated with the district reasonably feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault that will subject a student to discipline.
10. **Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs**
The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property. These behaviors will subject the student to disciplinary action.
11. **Extortion**
Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law and is prohibited by the Student Code of Conduct.
12. **Gambling**
Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering and is prohibited by the Student Code of Conduct.
13. **Falsification of schoolwork, identification, forgery**
Forgery/copying of homework and absence excuses, as well as the use of false ID's (logging into a computer as someone else) are forms of lying and are not acceptable. Students found engaging in such practices will be subject to discipline.
14. **False alarms and false reports**
A false emergency alarm or report endangers safety forces that are responding to the alarm/report, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action. Likewise, any false accusation against school personnel or a fellow student will result in disciplinary action.

15. Explosives

Explosives, fireworks and chemical-reaction objects such as smoke bombs, small firecrackers and poppers are forbidden and dangerous. Use or possession of explosives will subject a student to disciplinary action.

16. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. When a student has been removed or suspended, the student is prohibited from being present on school property without authorization of the principal.

17. Theft

Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The school is not responsible for personal property.

18. Insubordination

Students are expected to comply with the reasonable directions of the staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Students engaged in such activity will be subject to disciplinary action that could include sheriff intervention and criminal damaging charges.

20. Persistent absence and/or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from In School Success to get back on track, to a referral to court and/or revocation of the student's driver's license.

21. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

22. Refusing to accept discipline

Students failing to comply with disciplinary penalties will face enhanced penalties for such action.

23. Aiding or abetting violation of school rules

Students assisting other students in violation of any school rules or laughing while another student gets in trouble will be disciplined. Students are expected to

resist peer pressure and exercise sound decision-making regarding their behavior.

24. **Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

25. **Possession of electronic equipment**

The school will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property without the permission of the SOLC Principal, and a signed agreement. Examples of prohibited devices include but are not limited to cellular phones, radios, headphones, CD players, portable TV's, electronic games, toys, iPads, laptops, tablets, and the like. School personnel will confiscate unauthorized electronic equipment from the student and disciplinary action will be taken. (See also the section titled Cell phones, Electronics and Personal Communication Devices.)

26. **Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the school and the expectations outlined in the Positive Behavior Interventions and Supports (PBIS) Matrix (To access information on PBIS go to page 29 and access the link for complete information on expectations and Southern Ohio Learning Center's PBIS system.)

27. **Violation of bus rules**

Please refer to section **Bus Rules** further in this section.

28. **Disruption of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process or which threatens to do so are unacceptable (refer to dress code on page 31).

29. **Harassment and/or bullying**

The harassment and/or bullying of other students or members of staff, or any other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

30. **Hazing**

Hazing by any individual, school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical

harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property and/or off school property but connected to activities or incidents that have occurred on school property. *All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; advisor/supervisor and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

31. Violent Conduct

Students may face expulsion for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s). Students will be subject to disciplinary action.

32. Bomb Threats

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in a change in placement allowable by IDEA regulations. Students will be subject to disciplinary action.

33. Gangs

Gangs, which initiate, advocate or promote activities that threaten the safety or well-being of persons or which are disruptive to the school environment, are not allowed under any circumstances.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

Internet: Terms & Conditions of Use

- A. Acceptable Use - The purpose of the backbone network making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Southern Ohio Learning Center. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by

trade secrets.

- a. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of SOLC may request that the system administrator deny, revoke, or suspend specific user accounts.
- b. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Transmitting materials, information or software in violation of any local, state or federal law
- Using others' passwords
- Going into others' folders, work or files
- Employing the network for commercial purposes

Remember the following:

- Be polite. Students are responsible for good behavior on school computer networks just as they are in a classroom or hallway.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal personal addresses or phone numbers of students or colleagues.
- Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- School email is intended for limited communications between students and staff for designated assignments and learning activities.
- Do not use the network in such a way that you would disrupt the use of the network by other users. Network storage areas may be treated like school lockers. Users should not expect that files stored on school servers would always be private.
- All communications and information accessible via the network should be assumed to be private property but open to administrative scrutiny.

Reporting Bullying

- 1) Communicate to the harasser that you expect the behavior to stop. This can be done in person or in writing. If you need assistance communicating with the harasser, seek help from a teacher, or counselor.

- 2) If the harassment does not stop, or you do not feel comfortable confronting the harasser, report exactly what happened to a teacher, or counselor. If you are able, write it down and keep a copy for yourself. Be sure to include:
 - *What happened*
 - *When it happened*
 - *Where it happened*
 - *Who harassed*
 - *List any witnesses*
 - *What you said or did*
 - *How you felt*
 - *How the harasser responded*
- 3) If the behavior continues, report it to a higher authority such as the principal.

Discipline

It is important to remember that the school rules apply going to and from school, at school, on school property, at school-sponsored events, or school transportation and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students will be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board or school official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident. Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Change of seating or location
- Time out (from an activity, etc)
- Loss of privileges

Formal Discipline / Due Process Rights

Before a student is suspended, there are specific procedures that must be followed. As long as the in school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the principal will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents/guardians and the home school will be given written notification of the suspension within one (1) day setting forth the

reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within two (2) days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing to the principal. During the appeal process, the student shall not be allowed to remain in school.

Requirements for All Students

Students of the Southern Ohio Learning Center are required to:

- *Follow the expectations outlined in the Southern Ohio Behavior Matrix (please access the link to this document on page 29 of this handbook under the PBIS~Positive Behavior Interventions and Supports section)*
- *All students must ride the home district's school bus or van to and from the SOLC, or get a ride from a parent/guardian at the appropriate times. Students must abide by the rules of the home district when on the bus.*
- *Students are not permitted outside the school building unless under the supervision of a staff member.*

A student shall not place, keep or maintain any article or materials, which are of a non-school nature that may cause a disruption of any activity on school property or at any school-sponsored function or event.

- *All prescription and non-prescription medication must be kept in the school office, delivered by a parent/guardian.*
- *Book bags are prohibited, with the exception of our students who travel between the Oaks or their homeschool and the SOLC.*
- *Students and belongings are subject to random search.*
- *Electronic devices which include but are not limited to cellular phones, tablets, gaming devices, smart watches, etc. are prohibited from being brought to classrooms, without explicit permission from administration.*
- *Students who have in their possession any type of firearm, knife, or any other instrument, which could be considered a weapon, will be removed from school grounds immediately.*
- *There will be no tobacco products, alcohol products, or any illegal substances brought onto school grounds.*

Cell Phones, Electronics, and Personal Communication Devices

SOESC Board Policy makes the following statement-

"To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board has determined the use of cellphones by students during school hours should be limited. The objective of this policy is to strengthen the District's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cellphones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cellphone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Applicability

This policy applies to the use of cellphones by students while on school property during school hours.

Use of Cellphones

Students are prohibited from using cellphones at all times.

Exception

Nothing in this policy prohibits a student from using a cellphone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cellphone to monitor or address a health concern.

"Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times."

For the purpose of this policy, personal electronic communication devices (PCDs) include computers, tablets, electronic readers, cell phones, and/or any other web enabled devices of any type. Students may not use PCDs on school property. PCDs and Cell phones are a distraction to the educational process and often add an unnecessary anxiety to the classroom setting. Students are permitted to have their PCDs and Cell phones on transportation to and from school. (Following the home district's policy) Students must relinquish the PCDs and/or Cell phone to staff upon arrival without incident (from 7:45 am - 2:30 pm). All PCDs and Cellphones will be returned to students each day at dismissal.

Should any SOLC staff member see or hear a student cell phone during the course of the school day an appropriate school consequence will be given and the disciplinary continuum will be followed.

- 1st offense - phone taken by staff member and returned at the end of the day. Written warning.
- 2nd offense - phone taken by staff member and picked up by parent. Phone not permitted to come to school for the remainder of the nine weeks
- 3rd offense - phone not permitted to come to school for the remainder of the school year.

The district assumes no liability if a student's cell phone or electronic communication device is broken, lost, or stolen.

Field Trips

Community trips are academic activities that are held on or off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the district encourages the student's participation in field trips, if earned, alternative assignments will be provided for any student whose parent/guardian does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

Search & Seizure

The Southern Ohio Learning Center staff reserves the right to search desks, persons and personal belongings of a student when it is believed to be necessary for the maintenance of the educational process; to protect the health, safety or welfare of other students; or whenever there are reasonable grounds for suspecting that such a search will turn up evidence that the student has violated or is violating the law or the rules of school. Students and parents/guardians are hereby placed on notice that their desks, person, and personal belongings are subject to random searches at any time. When school authorities have reasonable cause to believe the search is required to discover evidence of a violation of the law or SOLC policies and rules, the search will be conducted by the principal and one other staff member, when possible. Anything that is found in the course of the search may be used as evidence of a violation of school rules. Anything found that is illegal may be turned over to the police. The school reserves the right not to return items that have been confiscated.

Administrative Removal from School or Classroom

The Southern Ohio Learning Center's administration or designee may remove a pupil from a classroom, activity, or school premises without prior notice or hearing if the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process. Parents/Guardians will be notified as soon as possible after the occurrence. Occasionally, a "Five Second Rule" is called where the student in crisis will remain in the classroom and the rest of the students take five seconds to gather their class materials and go to another room with a staff member to continue their lesson. In this case, the students who left the room do not need parent notification.

Physical Restraint

Under Ohio law, boards of education can establish guidelines for the administration of corporal punishment/physical restraint. The Southern Ohio Learning Center **does not allow** corporal punishment. However, teachers, administrators, classified school employees and school volunteers may use and apply force and restraint as is reasonable and necessary to:

- Quell a disturbance threatening physical injury to self or others.
- Obtain possession of weapons or other dangerous objects on the person or in the control of a pupil.
- To ensure self-defense.
- Protect persons or property.

All school personnel will be trained in Crisis Prevention Intervention to maintain the care, safety, and welfare of both students and staff.

Each use of seclusion and restraint shall be documented and reported to the building administration immediately; reported to the parent/guardian daily; and documented in a written report which shall be made available to the parent/guardian within 24 hours per their request. The school shall maintain a copy of the report.

The Nurtured Heart Strategy

The Southern Ohio Learning Center staff utilizes a positive behavioral approach developed by Dr. Howard Glasser, author of "Transforming the Difficult Child." Within the approach, teachers "create" student success through the following strategies:

1. Simply recognizing the student in a non-judgmental manner.
2. Verbally identifying when the student is demonstrating positive virtues/qualities and defining the virtue to the student.
3. Verbally recognizing when the student is following school rules.
4. Creating successes for the student throughout the school day.

PBIS -- Positive Behavioral Interventions and Supports

100% of staff utilize PBIS with standardized behavior guidelines. This link will take you to the most updated PBIS information.

[Positive Behavior Interventions and Supports for Southern Ohio Learning Center 2024-2025](#)

Consequences

Consequences are extremely important to setting limits, which nurtures children when

given in a consistent and non-threatening manner. Students must be given consequences when making inappropriate choices to be accountable for their behaviors.

Restorative Justice

Restorative Justice practices focus on building relationships and repairing harm, rather than simply punishing students for misbehavior. Restorative Justice empowers students to resolve conflicts on their own and in small groups. We will utilize it for entire-classroom community building, small group conflict resolution, and individual student reintegration into the classroom.

Restorative Justice practices and policies can offer an alternative to other more punitive responses. Students are often unaware of the harmful impact of their behavior on themselves and others. Handling conflict and misbehavior in a restorative way allows students and staff to actively make amends and repair harm. In addition, restorative practices can promote positive feelings, rather than resentment and alienation.

Cameras in the Building

We have security cameras in place to help maintain a safe and secure environment for students, staff, and visitors. They may be inside or outside of the building where there is no reasonable expectation of privacy (such as restrooms and counselors' offices, private offices, or lounges). If the principal or any authorized personnel or their designee has the need to access the video recordings, a log shall be maintained and include the following details; the persons viewing the data, what event triggered the viewing, the date/time viewed, what was found on the recording, whether the data was copied or forwarded, and what consequences were imposed as a result of the recorded information.

Dress Code *Examples of unacceptable dress include, but are not limited to:

- Dresses, skirts or shorts must be of a reasonable length. (a minimum of one inch below the fingertips when hands are held at their side)
- No bare midriffs or stomachs (when the student reaches above his/her head).
- No sagging of pants. All pants must be pulled up to the student's waist. If belts are worn, they must be buckled.
- No spaghetti-strap tops, loose fitting tank tops or basketball jerseys without a t-shirt worn underneath.
- No hats, scarves, bandanas or other headgear will be worn in school.
- No clothing depicting obscene or profane pictures, words, images or song lyrics.
- No clothing depicting drug, alcohol or tobacco slogans or advertisements.
- No body piercings and/or modifications and/or jewelry that disrupt the learning process, per discretion of building administration.

Infractions will necessitate an immediate change of clothing. The student will get his/her personal items back when the school's clothes are returned and cleaned.

Bus Rules

Students must follow the transportation guidelines of their home school district.

- No disobedience of the bus driver.
- No fighting or disorderly conduct on the bus or at the bus stop.
- No changing of bus stop locations, unless authorized by parents/guardians in writing.
- No use of profane language or obscene gestures.
- No leaving the bus through unauthorized exits (windows, emergency door, etc.)
- No putting any part of the body out of the bus window at any time.
- No standing or changing seats while the bus is in motion.
- No legs, feet or other objects obstructing the aisle or facing to the rear of seats.
- No boisterous conduct, loud talking, yelling or singing.
- No unauthorized opening, closing or tampering of any kind with bus doors, windows or emergency exits.
- Do not damage, deface or tamper with the interior panels, seats, radio, bus controls or any other equipment on or in the bus.
- No lighting of matches, lighters, cigarettes.
- No smoking, dipping, or vaping.
- No throwing any objects in, out, or at the bus.
- No transporting of live animals, reptiles or insects.
- No eating, drinking or chewing gum while on the bus.
- No disrespect to the bus driver and other passengers.
- No talking at railroad crossings.
- No fireworks, large toys, glass bottles, or knives allowed on the bus.
- No alcohol or other illegal substances are allowed on the bus.
- No harming of self or others.

If you are in crisis, let your driver know. Failure to obey the above rules will result in a bus write-up. It will be the decision of the home district to determine whether or not the inappropriate behavior warrants removal from the bus for a period of time. In the event that this becomes necessary, the parent/guardian will be notified. It will then be your responsibility to transport the student for the suspended period of time.

You will be notified of the approximate time your son/daughter will be picked up in the morning. Since the bus is sometimes late, it is best to have him/her wait inside the front door until the bus arrives. If he/she is not going to ride the bus, please call to let them know or wave the bus driver on. If for any reason you do not want him/her to ride the bus home on certain days, we must have that information in writing--a note/Remind message.

Child Protection Policy

Introduction: It is the policy of the SOLC that the protection and safety of students, as well as other children, shall be of paramount importance. Accordingly, any doubts concerning whether there exists sufficient evidence of child abuse, child neglect or other incident involving serious injury/harm or risk of serious injury/harm to any child should be resolved in favor of reporting such information in accordance with the procedures provided herein and applicable Federal or State law. All SOLC Teachers, Staff, and Substitute Teachers are mandated reporters.

Child Abuse/Neglect: The following examples of child abuse and child neglect are not all inclusive. Any fact or circumstance that reasonably indicates child abuse or neglect should be reported in accordance with information below.

- **Abuse:** For purposes of this Policy, an abused child includes any child who: Is the victim of sexual conduct or sexual conduct with an adult or is otherwise the victim of criminal sexual activity; exhibits evidence of physical or mental injury which is not the result of an accident or is not consistent with the explanation of the cause or circumstances, with the possible explanation of a minor injury arising from an altercation between students or otherwise suffers physical or mental injury caused by child's parent(s), guardian, or custodian.
- **Neglect:** For purposes of this Policy, a neglected child includes any child: who is abandoned by the child's parent(s), guardian or custodian; who lacks adequate care or supervision due to the faults or habits of the child's parent(s), guardian, or custodian; whose parent(s), guardian or custodian fails to provide proper or necessary subsistence, education, medical care or other care necessary for the child's health, morals or well-being, including any special care made necessary by the child's mental condition; or who, because of any omission of the child's parent(s), guardian or custodian, suffers physical or mental injury.

Therapeutic Program Goals

The goals of the Southern Ohio Learning Center are to identify educational and behavioral objectives, remediate the deficiencies, strengthen coping skills and develop transfer skills so that the students will be able to adequately function in their homeschool setting.

Therapeutic Environment

The Therapeutic environment refers to a setting, which provides an atmosphere of genuine caring and concern for the welfare of the student. Relationships between students, teachers and mental health professionals will be consistently geared toward promoting the growth of the students.

The Southern Ohio Learning Center, as a therapeutic environment, provides at least two major areas for growth. The first of these is the classroom setting where students

receive more individualized instruction on a grade-appropriate level. This setting enables students to remediate past academic difficulties as well as to learn new classroom behaviors, which will be more acceptable and appropriate in a less restrictive school setting.

The second focus addresses the development of more socially appropriate skills in group settings and activities with peers. Individual work with students helps them to identify behaviors and issues that prevent them from maximizing their potential at school, home, and in the community.

Our positive behavior intervention and supports provide the structure and the motivation to tie these two aspects of the program together, and to promote the necessary growth of the student in these two areas.

Therapy (Behavior Needs)

Individual and group therapy are important parts of our program and will be regularly scheduled for your benefit. Family & therapist will establish individual goals.

The individual and group therapy are important and required of each student in our program.

- 1) Individual Therapy is utilized to establish a one-to-one therapeutic relationship with a student to provide an opportunity where issues can be identified and addressed; to resolve sensitive or personal problems outside of a group setting; to establish a trusting relationship with an appropriate adult figure; to allow support and confrontation without the student being exposed to peer influence; confidentiality can be assured.
- 2) Group Therapy is utilized to help facilitate growth in the following areas: social skills training, independent living skills, community skills, problem solving skills, communication skills, effective education and improving self-concept.

Students Records & Confidentiality

One area of concern to students and staff alike is the question of confidentiality. If our school and therapy programs are to be successful, then we must protect the integrity and rights of the students being served. In order to accomplish this objective, the following statements should help clarify what information is kept in confidence and what information is released.

- All school records on a student will be subject to review by the home school and Southern Ohio Learning Center personnel, including IEPs.
- Any clinical information concerning a student (content of therapy sessions) will not be released without a signed, written release of information by the student and legal guardian.
- All personal information about a student will be held in strict confidence, except

in the following unusual situations:

- 1) If a student makes a direct threat on the life of another person, or on his own life.
- 2) In cases of child abuse or neglect.
- 3) Case records being subpoenaed by the courts.
- 4) During an emergency situation where the life of a student is in danger.

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

Students and parents/guardians 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 the SOLC Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians 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.

Each use of seclusion and restraint shall be documented and reported to the building administration immediately; reported to the parent/guardian daily; and documented in a written report. A copy of the written report shall be made available to the parent/guardian within 24 hours per their request, and the school shall maintain a copy of the report.

Parent/Guardian Involvement

Parents/Guardians are formally involved with the Southern Ohio Learning Center and its staff during the referral/admission conferences and at the time of annual reviews or phase-back determination meetings. Also, each year, we all meet to review your child's IEP, and every three years his or her ETR. Parental support of our program and your student's involvement in it is very important.

As parents/guardians, you will be receiving feedback of your child's performance in their daily behavior, assignments, etc. It is our expectation that you closely monitor this information and communicate any concerns you may have to the student's teacher and/or therapist. Meetings may be arranged, at your request, for more formal exchanges or information.

Additionally, you may be called upon from time to time to support our staff in some form of disciplinary action. In order for these interventions to be effective, we need a

consistent approach - both at school and at home. Your assistance in these matters is always expected and greatly appreciated.

Our staff is also available to discuss with you techniques to use at home, such as a home behavior management system. Please do not hesitate to ask. You are also welcome to join an Advisory Committee. Contact the principal for more information.

Independent Learning Fridays

On the dates listed on the current school calendar, Southern Ohio Learning Center students will stay home and complete their "independent learning" assignments. Assignments are due on the next school day. Any work not completed will result in students losing independent time and community room until the assignment is completed.

Parent/Guardian & Classroom Visitors

The SOLC is committed to providing a safe school environment. For the safety of students & staff and to minimize disruptions in the classroom, we ask that all visitors, including parents/guardians, obtain prior approval before visiting during the school day. Regular volunteers will be required to sign a non-disclosure agreement and get a background check, the cost of which is the volunteer's responsibility. All visitors entering the building must enter through the main entrance, on the side of the ESC building, and sign-in.