



CEC-SOUTH

GENESIS PROGRAM

STAR PROGRAM

2023-2024

STUDENT HANDBOOK

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Owensville, OH 45160

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CLERMONT EDUCATIONAL COLLABORATIVE – CEC SOUTH

ADMINISTRATION

Sarah Bose, Principal

SUPPORT STAFF

Angela Jones, Administrative Assistant

Terry Eshman, SRO

Nicole Daniel, LPN

CHILD FOCUS MENTAL HEALTH STAFF

Elyse Pyle, MSW, LISW-S

Coordinator of Genesis Mental Health Services

Sherry Cox, LSW

Taylor Jones, SWT

Alexus Richardson, CT

Cailan Walters, MSW, LSW

Craig Johnson, QMHS



CEC-South 2023-2024 Academic Calendar



Important Dates

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

SEPTEMBER '23						
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OCTOBER '23						
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NOVEMBER '23						
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DECEMBER '23						
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Aug 8	Opening Day for Staff – No School
Aug 14-16	Staff Professional Development Days – No School
Aug 15	Open House 3pm-6:30pm
Aug 17	First day for students
Sept 4	Labor Day – No School
Sept 15	1 st Quarter Interims
Sept 29	Staff Professional Development Day – No School
Oct 13	End 1 st Quarter
Oct 16	Start 2 nd Quarter
Nov 6	Staff Professional Development Day – No School
Nov 10	2 nd Quarter Interims
Nov 22-24	Thanksgiving Break – No School -Nov 22 No School for Para Pro -Nov 22 Comp Day for teachers (earned from Open House & Conferences)
Dec 21	End 2 nd Quarter
Dec 22-Jan 5	Winter Break – No School
Jan 8	Start 3 rd Quarter; Staff & Students return to school
Jan 15	Martin Luther King Day – No School
Feb 9	3 rd Quarter Interims
Feb 15	Conference Night 3pm-6:30pm
Feb 16	Staff Professional Development Day – No School
Feb 19	President's Day – No School
March 8	End 3 rd Quarter
March 11	Start 4 th Quarter
March 22	Staff Professional Development Day – No School
March 25-29	Spring Break – No School
April 1	Staff Professional Development Day – No School
April 19	4 th Quarter Interims
May 23	Student's Last Day & End of 4 th Quarter
May 24	Staff Professional Development Day – No School

JANUARY '24						
S	M	T	W	Th	F	S
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FEBRUARY '24						
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MARCH '24						
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APRIL '24						
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MAY '24						
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Quarter Dates and Days

1 st Quarter	8/17 – 10/13	40 Instructional Days
2 nd Quarter	10/16 – 12/21	45 Instructional Days
3 rd Quarter	1/8 – 3/8	42 Instructional Days
4 th Quarter	3/11 – 5/23	47 Instructional Days

Legend

Students' first and last day of school
Staff Professional Development Days – No School for Students
Holidays – No School
No School
Comp Day – No School for Students

Yearly Day Count	
Students	174 days
Teachers	185 days
Para Pro	189 days

Revised February 2023

DESCRIPTION OF SCHOOLS

CEC South is operated by the Clermont County Educational Service Center (CCESC) and services nine school districts within Clermont County, as well as several out of county schools. Teachers, paraprofessionals, qualified mental health specialists, and related service providers work in teams to provide each student a program designed to address behavioral and emotional needs as well as increase academic performance. An onsite school resource officer (SRO) assists in maintaining a safe and orderly learning climate.

GENESIS SCHOOL

The Genesis School is a public separate school designed to meet the needs of students, kindergarten (K) through grade twelve (12), in special education who have been identified as having behavioral/emotional disabilities. Students enrolled in the Genesis School are eligible for special education services under the Individuals with Disabilities in Education Improvement Act (IDEIA) and have an Individualized Education Plan (IEP) that guides services.

In addition to intense instruction in social and emotional learning and academics, students enrolled in the Genesis School also receive mental health support services from Child Focus, Inc. staff employed by CEC South. Mental health services may be provided in a small group or individual setting, based on student need. All mental health supports focus on participating independently in the classroom.

Students receive direct, specialized instruction in social and emotional learning as well as academics in a small group setting. Each classroom is facilitated by a teacher and at least one paraprofessional.

The Genesis School program is designed to allow students to receive direct instruction in, then practice the skills needed to participate successfully in their home district programs. Many of the unstructured components of a typical school program (frequent class changes, unsupervised hallway and restroom breaks) have been removed at the Genesis School in order to keep students safe and allow for immediate student success.

STAR PROGRAM

The STAR program is a work study experience for students with disabilities who do not intend to defer diplomas, but who want to enter the competitive work force immediately after graduation.

Two age groups participate in the program. Students with disabilities in grades 8-10 and students in grades 11 & 12 are eligible.

The school experience will include core academic work in independent living and functional life skills. Preparing to enter the workforce and developing the skills needed to hold a job are very important skills.

A focused effort to develop an individual student success plan with targeted employment interests and skills will match students with employers. It is expected that a portion of the first quarter will focus on this initiative. A fully developed resume will be developed and presented in interviews for job placement when students are ready.

Students in grades 8-10 will obtain their work experience in the school program on the school site.

Students in grades 11 & 12 will be doing the same core academics and then working in job placements interviewing skills, life skills in independent living. Job placements for these students are expected to start after lunch and continue after the school day ends with students arranging for transportation home from the workplace. It is expected that the work will be competitive, paid employment. CEC-South will provide job coaching for the students in their placement.

POLICIES AND PROCEDURES

ADMINISTERING MEDICATION

Prescription medication forms, signed by both guardian and physician, must be on file for all student medication to be taken during the school day. The medication must be brought to school in the original prescription container with clear instructions for its use including the name of the medication, dosage, time, prescribing physician, and pharmacy. All medications are secured in a safe location, managed and administered at the prescribed time by administration, nurse, or designee. At no time should students have any drugs in their possession. In the event of a 2-hour delay or an early release, medication will **NOT** be administered to students with the dispense time that occurs in those windows of time. If a student is to go on a field trip, a walk or any activity that will require them to be out of the building, their prescriptions will also go with them. This also includes inhalers, epi-pens, etc.

ANTI-HAZING POLICY

It is the policy of the Governing Board of Education of the Clermont County Educational Service Center that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the Educational Service Center shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the Educational Service Center shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and Educational Service center employees following its official adoption by the Governing Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs.

ATTENDANCE

STATEWIDE ATTENDANCE POLICY

The administration and faculty of CEC South strongly emphasize consistent and punctual student attendance at school. Regular attendance assures the student the opportunity of receiving a full education and also helps establish a strong sense of responsibility. Additionally, a good school attendance record provides an excellent reference for future employers. Therefore, each student is expected to attend school on a regular basis and be punctual (on time) in his/her attendance. Absences are counted by the hours a student attends or misses school. A student is considered to be a habitual truant when he/she misses 30 hours consecutive, 42 hours in 30 days or 72 hours in a year. Legitimate Reasons for Absence According to Ohio Revised Code 3321.04, parents must send any child of compulsory school age to school for the full time that school is in session. However, the school realizes that there are occasions when a student must be absent from school. State law stipulates that an absence from school may be approved for the following reasons:

- Personal illness of the student (School may require physician's certificate to verify a student's illness.)
- Illness in the immediate family
- Quarantine of the home
- Death of a relative (Absence for this reason is limited to three days unless reasonable cause can be shown to grant an extension.)
- Work at home due to the absence of parents/guardians (Students must receive prior approval from the school to receive an excused absence for this reason.)
- Observation of religious holidays
- Emergencies or circumstances which are considered by the school to be sufficient cause for absence.

Notification to the school on the day of the absence, the parent is to call the school to report and verify the absence. This call is to be made prior to 8:15 a.m. Parent/Guardian will give his/her name and the first and last name of his/her child. (In many cases, the child's last name is different from the parent/custodial parent/guardian.) In addition, on the first day the student returns to school after the absence(s), he/she is to report to the main office upon arriving to school with a note from his/her parent/guardian. The note should include the following information:

- Student's name (first and last name)
- Grade level (6, 7, 8)
- Date(s) of absence(s)
- Reason for absence(s)
- Parent/guardian signature

Extended Periods of Absence/Family Vacations

If a student is going to be absent from school for an extended period of time, the parents/guardians must notify the school office at least 5 days prior to the absence unless an emergency situation exists. Requests for family vacations must be submitted and approved by administration at least 5 days before the vacation. A maximum of 5 days per school year will be excused for family vacation. All work assigned by his/her teachers is to be completed and turned in on the first day he/she returns to school.

4. Excessive Absenteeism

The Board of Education has a "Zero Tolerance" policy for those students who are excessively absent and/or tardy. The administration and faculty at CEC South consider in-class instruction and the accompanying activities the most integral part of the course of study. A student who exhibits a pattern of excessive absences is risking academic failure in the courses affected by the absences. Any attendance allowances that are given will be based on a review of each individual case by the principal.

Notification to Parent/Guardian concerning truancy.

Parents shall be notified when a student misses 25 consecutive hours of school, 38 hours absence in a month, 65 hours in a year. The accumulation of hours of absence includes tardies or late arrival and early departures from school. The school district is required by law to report the individual student absence information to the Ohio Department of Education. When a student misses 30 hours consecutive, 42 hours in 30 days or 72 hours in a year, the home school shall assign the student to an Absence Intervention Team (AIT) within 10 days. The AIT will proceed with the development of the Truancy Intervention Plan. The AIT shall include ALL of the following:

- Provide written Truancy Intervention Plan,
- Provide counseling for the habitual truant,
- Require parent / guardian to attend parent involvement programs,
- Require parent / guardian to attend truancy mediation programs,
- For those students with temporary driving permits or driving licenses, the Superintendent shall inform the Bureau of Motor Vehicles of the notice to suspend driving privileges in accordance with ORC 3321.13.
- Attendance that does not improve after mediation will be referred to the Juvenile Court system.

A.M and P.M. Tardy

Any student arriving after 8:15 a.m. or leaving before 1:45 p.m. is considered tardy. Tardies are either **excused or unexcused**. Students who are tardy will sign in or out at the main office front desk. Medical and court appointments will be considered an excused tardy when a signed note from the appointment is presented.

In the instance when a student arrives late to school or needs to be dismissed from school early, the parent/guardian of that student must notify the school in writing, stating the reason for the late arrival or early dismissal. Students must sign in at the main office when arriving after 8:15 a.m. The parent/guardian must sign the student out when leaving before 1:45 p.m.

Students reporting to school after 8:15 a.m. or leaving school before 1:45 p.m. for reasons other than those listed above will be considered tardy, unexcused. Three (3) unexcused tardies are equivalent to one (1) full day unexcused absence.

Home districts are frequently and regularly issued student attendance updates. In the instance of excessive tardies, CEC South will inform your child's home district so it can determine and take appropriate action. CEC South will also notify probation officers, if applicable, when students are excessively tardy.

AUDIO/VIDEO TAPING

Classrooms occasionally may be taped (audio/video) to assess teacher effectiveness and/or to assist in the development of appropriate behavioral and academic interventions. The tapes will be reviewed by the CEC South staff and by students when deemed appropriate by school administration.

BACKPACKS/HANDBAGS

Backpacks are not permitted for students attending CEC South. CEC South Administration understands that the female student body will bring in purses/handbags. Those purses/handbags will be searched upon arrival to school. The purse/handbag is to be checked-in with staff in the classroom. It will be returned to the student at dismissal.

BEHAVIOR MANAGEMENT

CEC South operates on a motivation system individualized for each student, encouraging the development and practice of self-management skills. Classrooms contain behavioral supports to ensure the highest level of student independence possible, based on individual need. Functional behavioral assessments, intervention plans, scripts, role play, visual cues, individual schedules, and choice boards are just a few of many supports that may be in place.

An additional option, when other supports have failed, is the use of "quiet space." Quiet space is an opportunity for a student to remove him/herself from a situation in attempt to regain self-control. Students may use quiet space only as long as necessary to regain control of their behavior.

Data Insights on Positive Behavior Intervention Supports and Restraint and Seclusion can be found at the below listed web site:

<http://education.ohio.gov/Topics/Student-Supports/PBIS-Resources/Policy-Positive-Behavior-Interventions-and-Support/Data-Insights-on-PBIS-and-Utilization-of-Restraint>

For concerns or complaints please contact the office at CEC South at (513) 724-8555, Jeff Weir Superintendent of Clermont County Educational Service Center at (513) 735- 8300, or refer to the following link:

<http://education.ohio.gov/Topics/Special-Education/A-Guide-to-Parent-Rights-in-Special-Education>

If a student's behavior creates a situation where his/her safety or the safety of others is at risk, staff may be required to conduct a physical intervention. All staff members have been trained in nonviolent Crisis Prevention Intervention, which includes appropriate methods of conducting a physical intervention. Staff members assisting a student during a physical intervention give special attention to the safety and dignity of the student. A written report is filed with school administration if a physical intervention occurs. **Physical interventions are only used in emergency situations when other methods of intervention have failed and safety is at risk. A copy is provided to parents within 24 hours of the incident.**

BEVERAGE POLICY

CEC South does NOT allow students to bring pop, soda or cola of any kind. NO CAFFEINATED OR ENERGY DRINKS ARE. NO DRINK PACKETS OF ANY SORT ARE TO BE BROUGHT IN TO ADD TO WATER. If a student brings in a drink, that is not allowed, it will be disposed of by staff. All allowable drinks are to be sealed upon arrival.

BREAKFAST

All students attending CEC South are able to receive a breakfast at no cost. Breakfast is available shortly after arriving to school. Breakfast is served until 8:30 a.m. Students will be offered a breakfast on delayed starts also.

CHECK IN

Each day students **MUST** "check in" items not permitted during the school day. An example of these items is listed below. These types of items are prohibited during the school day; the check in procedure allows students to have the items before and after school without violating school code of conduct.

Students are encouraged **NOT** to bring electronic items (cell phones, MP3 players, CD players, headphones, etc.) to school, even for check in, as CEC South is **NOT RESPONSIBLE** for these items if they are lost, damaged, or stolen.

Students must submit these types of items to staff any time between arrival and 8:15 a.m. Staff then secure these items for the day; legal items are returned to students at the end of the school day. If a student chooses not "check in" any of their items, and those items are seen or heard, they will be confiscated and returned to the student at the end of the school day. If this seems to be a persistence issue, Administration will reserve the right to contact parents/guardians to have them come and retrieve the item. All items brought into the building will be checked in.

Cell Phones
Laptops/Computers
Any Electronic music/video player
Any gaming system
Hats
Bandanas, head bands
Large chain items (wallets, jewelry, etc.)
Inappropriate drawings
Smart Watches
Cologne and/or perfume
Trapper Keepers or large storage binders
Any item that may be a distraction to the classroom setting

CODE OF CONDUCT, STUDENT

Ohio Revised Code §3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his parents may appeal any decision of the Clermont County Educational Service Center (CCESC) administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Governing Board of Education or its designee. A student or parent must request an appeal in writing within 14 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension to the Clermont County Court of Common Pleas.

It is the policy of Clermont County Educational Service Center Governing Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. CCESC will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Governing Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Governing Board of Education of the CCESC pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of CCESC Schools and/or programs.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.
- b. Community service shall be performed at the place and time designated by the Superintendent.
- c. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent.
- d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

The types of conduct prohibited by this Code of Regulations are as follows:

- | | |
|-----------|---|
| Rule #1: | Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises. |
| Rule #2: | Damage or destruction of private property on school premises or in areas controlled by the school. |
| Rule #3: | Assault on a school employee, student or other person. |
| Rule #4: | Harassment of school personnel or other students during school and/or non-school hours. |
| Rule #5: | Fighting. |
| Rule #6: | Hazing (to persecute, harass or humiliate another student and/or employee). |
| Rule #7: | Chronic misbehavior which disrupts or interferes with any school activity. |
| Rule #8: | Disregard of reasonable directions or commands by school authorities including school administrators and teachers. |
| Rule #9: | Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited. |
| Rule #10: | Disrespect to a teacher or other school authority. |
| Rule #11: | Refusing to take detention or other properly administered discipline. |
| Rule #12: | Skiping detention. |
| Rule #13: | Falsifying of information given to school authorities in the legitimate pursuit of their jobs. |

Rule #14:	Forgery of school or school-related documents.
Rule #15:	Cheating or plagiarizing.
Rule #16:	Gambling.
Rule #17:	Extortion of student or school personnel.
Rule #18:	Theft or possession of stolen goods.
Rule #19:	Arson or other improper use of fire.
Rule #20:	Possession of matches or lighters or other similar devices.
Rule #21:	Possession or use of dangerous weapons or ordinance or objects which look like weapons or ordinance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
Rule #22:	For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.
Rule #23:	Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
Rule #24:	Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
Rule #25:	Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers etc.
Rule #26:	Possession of electronic communication devices and/or an electronic laser pointing device or electronic light emitting device without expressed written permission of administration. Students shall not be permitted to possess cameras, cellular telephones, tablets, smart watches or any other related electronic communication devices.
Rule #27:	Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
Rule #28:	Cursing.
Rule #29:	Use of indecent or obscene language in oral or written form.
Rule #30:	Publication of obscene, pornographic or libelous material.
Rule #31:	Placing of signs and slogans on school property without the permission of the proper school authority.
Rule #32:	Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
Rule #33:	Demonstrations by individuals or groups causing disruption to the school program.
Rule #34:	Truancy.
Rule #35:	Tardiness.
Rule #36:	Leaving school premises during school hours without permission of the proper school authority.
Rule #37:	Upon initial arrival, leaving school property without permission.
Rule #38:	Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
Rule #39:	Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
Rule #40:	Improper or suggestive dress.
Rule #41:	Indecent exposure.
Rule #42:	Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
Rule #43:	Turning in false fire, tornado, bomb, disaster or other alarms.
Rule #44:	Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat.
Rule #45:	Presence on school property with a communicable disease.
Rule #46:	Failure to abide by rules and regulations set forth by administration for student parking.
Rule #47:	Disobedience of driving regulations while on school premises.
Rule #48:	Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
Rule #49:	Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
Rule #50:	Carrying concealed weapons.
Rule #51:	Aggravated murder.
Rule #52:	Murder.
Rule #53:	Voluntary manslaughter.
Rule #54:	Involuntary manslaughter.
Rule #55:	Felonious assault.

- Rule #56: Aggravated assault.
- Rule #57: Rape.
- Rule #58: Gross sexual imposition.
- Rule #59: Felonious sexual penetration.
- Rule #60: Any disruption or interference with school activities.
- Rule #61: Willfully aiding another person to violate school regulations.
- Rule #62: Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
- Rule #63: Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
- Rule #64: Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
- Rule #65: Violation of any Governing Board rule, regulation or policy.
- Rule #66: Repeated violations of the Student Code of Conduct and/or any other Governing Board rule, regulation or policy.
- Rule #67: Violation of the Governing Board's Internet/Network Acceptable Use Policy.

For purposes of the Student Code of Conduct, the following shall apply:

- a. "Emergency suspension" shall be the exclusion of a student who poses a continuing danger to CCEC property or persons in the CCEC whose behavior presents an ongoing threat of disrupting the educational process provided by CCEC.
- b. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the CCEC's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct and Governing Board Policy JFC.
- c. "Expulsion" shall be the exclusion of a student from the schools of CCEC for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct and Governing Board Policy JFC.

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Governing Board, to an interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Governing Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Governing Board, at interscholastic competition, an extra-curricular event, or at school or on property that is owned or controlled by the Governing Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gave rise to the expulsion took place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the CCEC. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

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

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

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

2. Violent Conduct

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

- A. would be a criminal offense if committed by an adult; and
- B. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

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

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

- A. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability); or
- B. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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

3. Bomb Threats

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

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

- A. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- B. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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

- d. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio.

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

Clermont County Educational Service Center
1:1 Student Chromebook Agreement for CEC North & CEC South
Rules, Guidelines, and Procedures
Last Updated 2-5-2021

1:1 Student Chromebook Mission:

CCESC endeavors to prepare students for an ever-changing world where technological advancements are occurring. The mission of the 1:1 Student Chromebook program is to create a collaborative learning environment for all students where technology is immediately available as a tool for learning. Making technology available enables students and teachers to implement transformative uses of technology and enhances student engagement with the content. It also promotes the development of self-directed and lifelong learners who are able to keep pace with a rapidly evolving technological landscape.

1. Receiving Your Chromebook

a. CCESC Parent-Student Chromebook Agreement

This Chromebook Agreement, included in your blue folder, must be signed before a Chromebook can be issued to the student.

b. Distribution

Chromebooks are checked out like textbooks and students must return the same Chromebook that they were issued from the beginning of the year or currently issued device.

c. Transfer/New Student Distribution

All transfers/new students participate in an electronic orientation by video and will be able to pick up their Chromebooks from the office at the designated times. Both the student and parent/guardian must sign the CCESC Chromebook Agreement prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks, case and Power Adapters to the office. The District may file a report of stolen property with local law enforcement agencies if property is not returned.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from CEC North or South must turn in their Chromebooks, case, & Power Adapters to the office prior to their last day of attendance. The district may file a report of stolen property with the local law enforcement agency if property is not returned.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the office as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks cannot be decorated with removable, school-appropriate stickers. Writing or drawing on the Chromebook is not allowed.
- Heavy objects should never be placed on top of Chromebooks (even inside a backpack)

b. Carrying Chromebooks

- Always transport the Chromebook with care, in the protective case when possible.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

c. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or paper clips).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not remove any of the barcodes or district labels that identify the device

4. Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- Students may share a device in class with another student when another student has left their device and has completed the lesson or activity where it can be disinfected between use.
 - Students and parents should be reminded that the Chromebook is essentially like any other supply, meaning the student should have regular access to the device to and from school.

b. Chromebooks being repaired

- Replacement Chromebooks may be issued to students when initiating school-issued Chromebook for repair in the office. The student will then be transferred to a working unit from the Spares Pool and updated in the inventory by the office.
- A student utilizing a replacement Chromebook will be responsible for the device in the same manner as the originally issued device and keep this device for the duration of the school year.
- Replacement Chromebooks may be taken home.
- The office will maintain the Spares Pool of devices and assign these replacement devices accordingly.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher and for State assessment purposes.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate via G-Suite.
- Students will not be configured to print but are encouraged to share their digital works with their parents or guardians.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account and designated password.

CEC South Students - lastname_firstname@stu.cecsouth.ccesc.org

CEC North Students - lastname.firstname@stu.cecnorth.ccesc.org

- Only CEC North or South students, or CCESC staff can log into school Chromebooks.
- Students should never share their account passwords with anyone other than parents or guardians.

h. Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet. Internet access will be monitored throughout the entire day see *Content Filtering* for more details.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store.
- Some web apps will be available to use when the Chromebook is not connected to the Internet
- Students are required to follow the school technology acceptable use policy.

9. Chromebook Identification

a. Records

- The building/district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- Unless the device has been swapped for repair with the office, each student will be assigned the same Chromebook for the duration of his/her time at CEC North or South.

10. Repairing/Replacing Your Chromebook

a. Chromebook repair

- If your Chromebook is not working notify your teacher and take it to the office for repair.

b. Vendor Warranty

- Some of the CCESC fleet of Chromebooks may include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks at any time.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the CCESC Digital Citizenship Agreement at all times. Please read and sign the use agreement below and have your student return it to their teacher where the agreement will be filed with the office.

To participate in either the CEC North or CEC South 1:1 Chromebook Program Students and Parents must sign and return the following items which can be downloaded from the CCESC.ORG website. These items must be returned to either the CEC North or CEC South offices and be on file with the office in order for your student to participate.

- [CCESC Chromebook Use and Digital Citizenship Agreement](#)
- [Clermont County Educational Service Center INTERNET USAGE Form](#)

CONFIDENTIALITY

One area of concern to students, parents, and staff is that of confidentiality. Protecting the rights and integrity of the students attending CEC South is one of our main priorities.

All school student records will be subject to review by the home district and CEC South staff, including IEPs.

No information concerning a student will be released to outside agencies, individuals, etc., without a signed, written release of information by the parent/guardian or student, if under 18 years of age.

All personal information about a student will be held in the strictest confidence, except in the following unusual situations:

- in the event that a student makes a direct threat on the life of another person, or his/her own life;
- in the event of suspected child abuse or neglect;
- in the event that case records are subpoenaed by the courts;
- in the event of an emergency situation where the life of a student is in danger.

CRISIS HOTLINE (513) 528-SAVE (7283)

Child Focus, Inc. operates the Clermont County Crisis Hotline. This free and confidential hotline is available 24-hours/ 7 days a week and provides suicide prevention, crisis intervention and referral information to Clermont County youth and adults. The Hotline is funded by the Clermont County Mental Health and Recovery Board, certified by the American Association of Suicidology (AAS).

Students and their families are encouraged to use the County Hotline **(528-SAVE)** in times of crisis; this resource is afforded to all students in Clermont County. Please be aware that all on-call staff is trained to deal with crises, and that you may not necessarily reach an employee of CEC South.

Use of the Hotline may not always be appropriate; the following is the recommended course of action in time of more severe crisis:

- If your child has harmed him/herself, take him/her to the nearest hospital emergency room.
- If your child is out of control behaviorally and you fear for the safety of your child, yourself, and/or others, call the police.

DISCIPLINE

Home districts receive frequent and regular progress reports regarding individual student behavior and student code of conduct violations. In the instance of any violation of the student code of conduct, administration of CEC South will contact the student's home district so that the home district may determine and take appropriate action.

Disciplinary measures such as suspension or expulsion are determined by the student's home district based on information supplied by administration at CEC South.

Significant violations of the student code of conduct may deem necessary the involvement of CEC South's school resource officer (SRO) through the filing of criminal charges and/or arrest.

DRESS AND APPEARANCE

Parents and students are equally responsible for the appearance of the student. Student's attire can have a positive or negative effect on the learning process, contribute to the student's success, and generate a safe and positive learning environment. We expect students to maintain a type of appearance that is not distracting to other students, teachers, or the educational process. This also includes, drawings or marks on their person or tattoos.

Students are not permitted to wear any items that may cause a health problem for other students and/or staff. No costume articles are to be worn. Dress, clothing, or accessories that could be used as a weapon or considered a weapon is prohibited. Students are not permitted to wear clothing with weapons displayed on them. Sleepwear or lounge wear (ie pajama's, pajama bottoms, slippers etc.) are also not permitted.

Students not in compliance with the dress code will be asked to turn the offensive clothing inside out or be given the opportunity to wear alternative clothing provided from our available selection until they leave for home. If the offense is regarding marks on their person, they will be asked to cover it up or wash it off if able to. If the student refuses to comply with either of the choices above, a parent/guardian will be notified and that student will remain in the office until he/she is picked up by a parent/guardian.

Questionable dress and/or attire shall be the sole discretion of school administration. Violation of these guidelines may result in confiscation of questionable items. Parents/guardians may be contacted to retrieve questionable items rather than returning the items to students.

GENERAL GUIDELINES

- All clothing must be of appropriate size and fit neatly
- Tops and bottoms should overlap at all times, including when arms are raised
- Undergarments are not to be exposed (including shorts worn under your top layer)
- Students may not wear any head covering inside the building during regular school hours. This includes but is not limited to hats, caps, bandannas, sweatbands, hoods on hooded sweatshirts and scarves.
- Sunglasses are not to be worn inside the building
- Dog collars, leashes, spiked bracelets, unsafe earrings, waist chains, chains (including jewelry), chain wallets, spikes and other articles judged to be potentially harmful to students or a distraction to learning are not permitted.
- Clothing with excessive rips, tears or holes above the knee are not to be worn in school. Holes existing below the knee may not exceed quarter size or be excessive in number.
- Sleepwear, loungewear, or beachwear worn as undergarments is not permitted.
- Makeup or hairstyles considered disruptive to the learning environment are prohibited.
- Articles of apparel, clothing, or accessories that present a hazard to the individual or to other people are not permitted.
- All students must wear closed toed shoes.
- Any personal articles or items that contain, glorify or refer to alcohol, drugs, tobacco, sexually suggestive content, sexual innuendos, profane or lewd symbols or slogans, gangs, anti-social groups, harassing, violence, death, suicide, gore and or blood shall not be worn or displayed. This also applies to words or symbols written on skin, books or book covers etc.

LOWER GARMENTS (PANTS, SHORTS, CAPRIS, SKORTS, SKIRTS)

- Shorts, skirts, or skorts must be longer than the tip of your longest finger when arms are hanging straight to your sides.
- Lower garments are to be worn at the appropriate level and cannot drag the floor. Lower garment should not allow any portion of the buttocks or undergarments to be exposed when the student sits, stands or raises his/her hands or bends over.
- Shorts may be worn anytime during the school year as long as they conform to dress and appearance guidelines.
- Yoga pants and Leggings are permitted as long as they are worn with long shirts/sweaters that cover the wearer's bottom.

UPPER GARMENTS (TOPS, SHIRTS)

- Shirts and tops must have a neckline that covers all cleavage. Shirt sleeves, sweater sleeves and vests must not be so loose fitting or decorative as to create a hazard in class. Sleeveless shirts must completely cover the area from the base of the neck to the top of the arm, and not have oversized armholes or open sides that expose undergarments or skin under the arm. Examples of inappropriate apparel include, but are not limited to halters, midriff tops, crop tops, spaghetti strap tops, strapless tops, revealing or see-through tops, open mesh garments with open sides that expose skin or undergarments, tank tops and muscle tops (oversized armholes).
- All material that is sheer or lightweight enough to be seen through is not permitted without proper coverage worn with it.

COLD WEATHER GEAR

- Coats are not to be worn during regular school hours. These items are to be turned in at the beginning of the school day.
- Sweaters, sweatshirts, vests and pullovers are permitted, but must follow all guidelines specified in the "Upper Garments" and "General Guidelines" sections on previous page. No hoods are to be worn during the school day.
- Full length jackets/coats, such as those commonly referred to as "trench" coats or "dusters" are not allowed.

SHOES/FOOTWEAR

- Shoes are to be worn during the school hours. Students are not permitted to take shoes off during class or play in bare or socked feet during gym/group time.
- Students are permitted to have only **one** pair of shoes at school.
- Must be safe and appropriate for school environment, which includes stairs and emergency drills.
- Must be appropriate for gym class both indoor and outdoor.
- Shoes with any metal devices, such as wheels or noise makers are not permitted.
- Slippers of any type are not permitted.
- NO Steel toed boots.

DRIVING PRIVILEGES

Driving to school is considered a privilege and will be withdrawn if abused. Students are required to give the office a copy of their valid driver license and their current insurance card. Students will not drive or be in their car during the school day, including lunch time. Ultimately it is at the discretion of the principal on whether a student is able to drive to school.

EMERGENCY MEDICAL INFORMATION

Each student's parent/guardian will be required to provide an updated emergency medical form at least one time per school year. A copy of this form will be kept on file in the office as well as with the student's teacher. A copy of this form will be taken along any time a student leaves campus with staff. It is crucial that if there are any changes to this form throughout the school year, the office must be notified.

Updated and accurate emergency medical forms contain critical information; students may not be permitted to attend the CEC South unless a current and accurate emergency medical form, signed by parent/guardian, is on file in the office.

EMERGENCY PROCEDURES

The classroom teacher will assume the responsibility for the evacuation of the classroom in the event of an emergency (fire, tornado, etc.). It is each student's responsibility to listen to and follow staff direction to promote speedy and safe emergency protocol.

EQUAL EDUCATION OPPORTUNITY

All students served by the Clermont Governing Board of Educational Service Center will have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, citizenship status, handicap/disability, criminal record, political activity, religion, creed, opinion, or other human differences, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities, distribution of funds, academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

FIELD TRIPS

Field trips may be offered occasionally as part of the educational program. These activities and learning experiences are considered privileges. Field trip permission forms will be sent home prior to the scheduled activity and must be completed, signed, and returned in order for the student to participate.

HARASSMENT, INTIMIDATION OR BULLYING, PROHIBITION OF

The Governing Board of Education of the CCESC does not tolerate harassment, intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Governing Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation and bullying will not be tolerated by students, staff or administration.

For the purposes of this policy, the term "harassment, intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both:

(1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the student.

Further for the purposes of this policy, the terms "staff member," "school personnel," "staff," and "employee" shall include those individuals assigned to the CCESC through a contract with an outside agency.

Reporting Procedure

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation or bullying to a teacher, principal or other administrator. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to the building principal.

Any staff member who receives a report of harassment, intimidation or bullying shall promptly reduce the complaint to writing utilizing the Governing Board of Education's harassment, intimidation or bullying complaint form, which shall be made available in the office of the principal of each school building, the Governing Board of Education's central administrative office, students handbook, and downloadable from the Governing Board of Education's website. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the building principal for administrative response.

The building principal or designee shall notify the parents, guardians or legal custodians of any student involved in an incident of harassment, intimidation or bullying under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

Administrative Response

The building principal or designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

1. The principal or designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.
2. The principal or designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The principal or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
4. Following completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
6. The building principal or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

Preventative Measures

This policy shall appear in student handbooks and other publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the district. Information regarding this policy shall also be incorporated into employee training manuals.

To the extent that state or federal funds are appropriated for these purposes, the Governing Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation or bullying that is prohibited by this policy.

If the building principal or designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

1. Staff may be instructed to observe and record the behavior of the student-offender in less-supervised settings such as the cafeteria, playground and restrooms. If the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch or class-release times different from those of the student-victim.
2. The offending student and his/her parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
3. In consultation with the student-victim and his/her parent(s) or guardian(s) the building principal may examine the student's daily schedule to identify those activities where harassment, intimidation or bullying most often occur and make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate the potential for harassment, intimidation, or bullying.
4. Staff may be instructed to change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation or bullying may occur.
5. An IEP team meeting may be held to address chronic bullying concerns.

Summary of Reported Incidents

On January 30th and June 30th of each school year, the Superintendent shall provide the Governing Board President with a written summary of all reported incidents of harassment, intimidation or bullying. To the extent permitted by State and Federal privacy/confidentiality laws, a summary of reported incidents shall be posted on the web site of the Governing Board of Education concurrent with each report to the Governing Board President.

No Liability for Good Faith Compliance

A CCEC employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if the incident is reported promptly, in good faith, and in compliance with the procedures as specified in this policy.

HEAD LICE

CEC-South has a "No-Nit" policy. If a student has been found to have lice or nits (eggs) he/she will be sent home. Enforcing a no-nit policy is key to preventing outbreaks and re-infestations. Upon returning to school, students will be re-checked. Therefore, the parent/guardian must bring the student to school upon return. The responsibility for nit removal rests with the parent/guardian. CEC South and the Clermont County Health Department are available to answer questions concerning eradication of lice infestations.

HEALTH SERVICES

In the instance that a student becomes ill, has an accident, or becomes injured while at school, the nurse and/or designee will be notified immediately. If a student is sent home due to illness they must be symptom(s) free for 24 hours **WITHOUT** medication.

LUNCH PROCEDURES

Lunch is available for all students wishing to purchase lunch. **Full price lunch is \$3.00.** CEC South permit students to only charge twice for lunch. Charges must be paid before a student may charge again.

Free/reduced lunch applications will be sent home; parents/guardians may complete and return the application to determine lunch status. An application is to be completed for our school even if there are other children that attend a separate school.

INSTRUCTION (ACADEMIC)

Students enrolled in CEC South, grades K-12, receive academic instruction in coursework aligned to the Ohio Academic Content Standards in four core subject areas, English Language Arts (includes Reading and Writing), Mathematics, Social Studies, and Science.

Home districts are frequently and regularly issued student academic progress updates from the CEC South. **Home districts determine grade promotion, retention, and/or issue credit based on these updates.** CEC South does not make decisions around grade promotion, retention, or issue of credit.

For students in the Genesis School, the IEP (Individualized Education Plan) is the tool that guides the specific programming and services.

Students enrolled in CEC South participate in statewide assessments required by the Ohio Department of Education (ODE).

INSTRUCTION (SOCIAL AND EMOTIONAL)

In addition to academic instruction, students in CEC South receive direct instruction in social and emotional learning focused around the following five competencies:

1. *Self-awareness*: the ability to accurately assess one's feelings, interests, values and strengths; the ability to maintain a sense of self-confidence.
2. *Self-management*: the ability to regulate one's emotions to handle stress, control impulses, overcome obstacles, and express emotions appropriately; the ability to set and monitor progress toward personal and academic goals.
3. *Social-awareness*: the ability to take the perspective of and empathize with others; the ability to recognize and appreciate individual and group similarities and differences; the ability to recognize and use family, school, and community resources.
4. *Relationship skills*: the ability to establish and maintain healthy and rewarding relationships based on cooperation; the ability to resist inappropriate social pressure and prevent, manage and resolve interpersonal conflict, the ability to seek help when needed.
5. *Responsible decision-making*: the ability to make decisions based on safety, ethics, appropriate social norms, respect for others, and likely consequences of various actions; the ability to apply decision making skills to both academic and social situations; the ability to contribute to the well-being of school and community.

MENTAL HEALTH SERVICES (GENESIS SCHOOL ONLY)

The mental health component of the Genesis School at CEC South allows students to receive services from Child Focus, Inc. staff employed by the CEC South. CEC South contracts with Child Focus, Inc., for Mental Health Services. Services are provided to students enrolled in the Genesis School based on an individual need with the intention of assisting them in achieving success in their school, home and community. Available services include: Diagnostic Assessment, Individual Group Therapy, Individual and Group Case Management (CPST).

In order for students to be enrolled in CEC-South, students MUST receive and participate in school-based Mental Health Services from Child Focus, Inc.

CPST Groups are designed to provide students with tools to be more successful in school, home and in the community. Students will have an opportunity to learn and practice skills such as managing their feelings, appropriate peer interaction, team building skills, making positive choices, personal care, and character education. Genesis' Group curriculum includes but not is limited to Dialectical Behavioral Therapy (DBT), Zones of Regulation and Social Emotional Learning

Individual CPST is focused on assessing the individual needs of the student and working collaboratively to help meet those needs through skill building, providing education or training, and helping students develop daily living skills to be more successful in achieving personal independence and managing their basic needs.

Individual therapy is ongoing, goal directed, individualized work between the student and Therapist. Families are encouraged to participate as much as possible. These sessions are designed to focus specifically on pervasive mental health barriers that are inhibiting academic progress and social emotional growth of the student. The Therapist documents each Individual Session and works with the student and family to create individual goals based on the documentation. The student and Therapist work together to monitor the progress of each goal and to determine outcomes. The Therapist also facilitates ongoing risk assessment and safety planning with the student.

MENTAL HEALTH SERVICES (STAR PROGRAM ONLY)

The Mental health component of the STAR program allows students to receive mental health services provided by a Qualified Mental Health Specialist. CEC South contracts with Child Focus, Inc., for the Qualified Mental Health Specialist. Students in STAR will receive regular individual/family case management services to help them reach specific mental health goals that will help them be successful in the work force. This may include learning skills that will improve their ability to interact with others in a social and professional setting. STAR students will also receive multiple groups each week that focus on building and developing strong skills to manage life. These skills will include money management, applying for jobs, preparing for healthy independent living and more.

OUTSIDE RECESS/ACTIVITIES

CEC-South students will, depending on the weather, have activities and or recess outside. If the temperature, including the wind chill factor, is at or below 32 degrees, the students will not be doing outside activities and or recess.

PARENT/GUARDIAN INVOLVEMENT

Parents/guardians are formally involved with CEC South during IEP development, conferences, and annual reviews. Ongoing parent/guardian involvement and support of the program at CEC South is critical to student success.

Parents/guardians will receive frequent and regular updates on their student's progress and performance in one or more of the following forms: daily behavior sheets, monthly IEP and behavior progress reports, and twice quarterly academic progress reports. Parents/guardians need to closely monitor this information and communicate any questions or concerns.

Parents/guardians may be called upon occasionally to support staff in some form of disciplinary action or involvement in behavior plan. The most effective interventions are those followed through both at home and at school. Staff is available to discuss interventions, study skills, behavior management, etc. Please consider staff as a valuable resource.

PARENT/GUARDIAN PHONE CALLS

Parents/guardians are encouraged to call CEC South with questions or concerns. Parents/guardians should expect that phone calls to be returned within 24 hours.

PHOTOGRAPHS

Students may participate in formal student pictures taken by McIntire Photographers. Parents/guardians may choose to purchase photo packages from McIntire Photographers.

Students may also be photographed informally throughout the school year by staff in order to capture images of students completing daily and special activities. These photographs are taken in order to develop instructional supports for students as well as to remember and celebrate student participation and successes. Photographs will be considered a part of the students' confidential files unless parents/guardians give written permission to share photographs elsewhere.

PROGRESS UPDATES (BEHAVIOR, ACADEMIC, IEP)

In addition to the numerous informal progress updates CEC South provides parents/guardians in the form of phone calls, emails, face to face meetings, etc., there are several occasions in which parents/guardians will receive formal updates regarding student progress.

Parents/guardians may receive daily behavior progress reports. Parents/guardians are encouraged to sign these reports, acknowledging review, and send them back the following school day. Parents/guardians are also encouraged to use these reports communication tools; jotting notes, questions, comments, and/or concerns has proven to be a very effective method of keeping in touch with teachers and mental health specialists.

Parents/guardians receive twice quarterly (which works out to about one time a month) cumulative progress updates. These updates provide specific behavioral, academic, and IEP (if applicable) performance data.

Parents/guardians of students receiving special education services specified in an IEP will also participate in an annual review of performance data based on the current IEP and determining the need for and drafting of new goals, objectives, and services based on this performance data.

SCHOOL DAY

CEC South operates on a six (6) hour school day. Students may enter the building at 7:45 a.m. and are dismissed promptly at 1:45 p.m. Students are allotted one half hour for lunch.

SEARCH AND SEIZURE

A. Generally

The Clermont County Educational Service Center (CEC South) Governing Board believes that an atmosphere must prevail in the schools where learning can flourish. The learning atmosphere must be free of oppression, uncertainty and discrimination but also free of fear, disruption and disorder. The school environment should be one in which each student will be safe from harm or threat of harm to his person, his property, his peace of mind and his right to learn. It is the belief of the Governing Board that self-discipline, positive reinforcement and social skill developments are more effective than punitive measures in creating and maintaining an atmosphere conducive to learning. Each person associated with the Clermont County Educational Service Center is expected and required to adhere to all laws, policies, rules and regulations designed to promote such an atmosphere. In maintaining the atmosphere conducive to learning, the Board wishes to protect the rights of all students against unreasonable search and seizure as guaranteed by the United States Constitution.

B. Search of a Student, His/Her Locker or Personal Property by a Law Enforcement Officer:

Although the Governing Board wishes to cooperate with law enforcement agencies, a search of a student or his/her property by a law enforcement officer, absent of a reasonable request by a school administrator, should take place while a student is outside the jurisdiction of the Governing Board unless this restriction would unreasonably impede law enforcement activities. Unless the search is otherwise permissible by law, or a school administrator requests the law enforcement officer to conduct a search, a law enforcement officer shall present a search warrant to the principal in order to search a student, his/her locker/desk or personal property while the student is under jurisdiction of the Governing Board.

C. Search of a Student or Personal Property by School Authorities/ Administration:

If a school administrator has reasonable suspicion to believe that a student possesses a dangerous weapon, contraband, illegal or stolen item, the administrator may search the student or his/her personal property and may remove the item and contact any appropriate authorities.

D. Search of Lockers and Other School Property by School Authorities:

Although the student and the Governing Board may have joint control of lockers, desks or other school property, the student does not have exclusive control over this property and does not possess a reasonable expectation of privacy regarding the property. Student lockers/desks are provided as a convenience to be used for limited purposes and are the property of the school district. Students have exclusive use of their lockers/desks as to other students, but not as it relates to official representatives of the school district. Since random searches and reasonable suspicion searches have a positive impact on reducing drugs, criminal activity, contraband and disruption of the educational mission it is a policy of the Governing Board to permit the building administrator to search any locker or student desk and its contents as an administrator believes necessary in accordance with federal and state laws as well as Governing Board policy. The policy shall be posted in a conspicuous place in every school building and near student locker/ desk areas. Principals and their representatives have a duty to inspect student lockers/desks whenever they consider it appropriate for the following reasons:

- (i) To encourage cleanliness and a healthy environment,
- (ii) To prevent waste accumulation,
- (iii) To promote safety, health, welfare and fire prevention,
- (iv) To recover stolen or missing property,
- (v) To prevent storage of unauthorized, illegal or dangerous items such as weapons, drugs, narcotics, drug paraphernalia, alcohol and/or other contraband.

Grounds Used for Search:

1. As to specific students, if, in the judgment of an administrator or their designees, there exists a reasonable suspicion to believe that the unscheduled inspection of a specific locker/desk may promote the reasons listed above, or that such inspection may eliminate a threat to the maintenance or discipline of order in the school, the locker/desk will be opened in the presence of an adult witness. Except in those cases where the safety, health or welfare of the school community dictates otherwise, reasonable efforts will be taken to notify the student in advance, inform him or her of the grounds for the inspection, and give him or her the opportunity to be present during the inspection.
2. As to general locker/desk searches, an administrator or its designees may conduct random searches of lockers/desks. Reasonable suspicion is not required to conduct random locker/desk searches. Searches of all or a limited number of locker/desks may be conducted at any time.
3. If any item is confiscated or removed because it is unauthorized, illegal, dangerous, or contraband in violation of the school code of conduct, the entire contents of the locker/desk shall be inventoried, the grounds for the inspection will be documented, and the student will be given the opportunity to explain the presence of the confiscated and removed items. Upon completion of the locker or desk search, and confiscation of the item, appropriate disciplinary action will be taken and appropriate authorities notified.

E. Security Devices

In accordance with the Clermont County Educational Service Center's commitment to providing a quality education conducive to learning which protects the health and safety of the school community, the Governing Board has authorized the administration to utilize security devices such as metal detectors, surveillance cameras, entry systems, identification badges, and facility regulations, etc.

Utilization of security devices will be consistent with the intent of this policy and will consider the protection and rights of all students against unreasonable search and seizure as guaranteed by the United States Constitution. Therefore, individual searches will be conducted if there is reasonable suspicion and random searches will be conducted in accordance with reasonable standards adopted by the administration.

SEXUAL HARASSMENT

Complaints or information regarding sexual harassment shall be directed to the appropriate administrator who shall have a duty and the authority to conduct an independent investigation of the matter.

SLEEPING

Students that attend CEC South are **NOT** permitted to sleep during the school day. If a student has a difficult time staying awake and on task, staff will do one or all of the following: take the student for a walk either inside or outside of building while remaining on school grounds or take student for a drink of water. If sleeping becomes a persistent problem, administration will contact the parent regarding the issue. The home district may also be contacted. Administration may choose to have the student removed for the remainder of the school day.

SMOKE FREE SCHOOL

Federal law mandates public school districts receiving federal funds to maintain a smoke-free indoor environment. A citation/fine will be written for the infraction by the school resource officer (SRO) or by the local police department.

STUDENT PUBLICATIONS

The student publications policy adopted by the CCESC governs and regulates student expression by tangible product.

SUPERVISION OF STUDENTS

Students enrolled in CEC South are supervised by staff at all times. Students are escorted by a staff member to lunch, restroom, when called to/from the office, and any time outside of the classroom. Students that attend CEC South are **NEVER** left alone at ANY TIME.

TEXTBOOKS

Textbooks are issued to the student for each course taken which requires one. These books are to be properly cared for by the student and returned at the end of the course with no more than normal wear. Students will be held responsible for reimbursement in the event a book is abused. If a book is lost or stolen, the student to whom it was issued is responsible for that book at the end of the course.

TRANSPORTATION

Students are provided transportation to CEC South by their home districts. If changes occur in students' transportation needs, it is the responsibility of the parent/guardian to contact the appropriate transportation provider.

Batavia	513.732.0935
Bethel-Tate	513.734.4901
Blanchester	937.783.3714
CNE	513.732.3957
Fayetteville	513.875.2423
Felicity	513.876.2155
Forest Hills	513.231.3335
Georgetown	937.378.3730
Goshen	513.722.2229
Indian Hill	513.272.4531
Lynchburg	937.364.2338
Milford	513.575.1563
North Adams	937 544 5586 ext. 17710
New Richmond	513.553.0266
Ripley Union	937.392.4396
West Clermont	513.752.4020
Williamsburg	513.732.0935

VISITORS

Any person visiting CEC South must stop in the office upon arrival and obtain a visitor's pass. Any individual in the building without a visitor's pass may be asked to leave and may be subject to penalties under Ohio State Law, which prohibits trespassing in public schools.

WEATHER DELAYS/CLOSINGS

CEC South follows the recommendation of Clermont Northeastern Local School district for delays and closings. **When schools are closed due to inclement weather you will follow your home district first, then CNE for CEC South's closing/delays. An all call will also go out to all parents and districts in the event that CEC South is closed or delayed.**

News and Radio Stations for School Closing Information

WCPO/TV CH9	WLW/AM 700	WEBN/FM 102.7
WLW/TV CH5	WAKW/FM 93.3	WIZF/FM 101.1
WKRC/TV CH12	WVMX/FM 94.1	WKRQ/FM 101.9
WXIX/TV CH19	WNKR/FM 106.5	WUBE/FM 105.1
WB64/TV CH64	WCNW/AM 1560	WCKY/AM 1530
WKFS/FM 107.1	WGRR/FM 103.5	WARM/FM 98.5
WOFX/FM 92.5	WNLT/FM 103.5	WKID/FM 95.9
WMJO/FM 94.9	WVXU/FM 91.7	
Intermedia Cable, Covington, KY		

WORK PERMITS

Students (ages 14-18) who are working are required to have a work permit; work permits as well as instructions are available online at <https://apps.com.ohio.gov/dico/minorworkpermit/>. All work permits are handled through the student's home school.