



SOCIAL COMMUNICATION CLASSROOMS

Student Handbook



2023 – 2024 School Year

Western Row Campus 755 Western Row Road Mason, OH 45040 (513) 695-2736
School Hours: M, T, TH, F 8:00 am – 2:30 pm W 8:00 am – 1:30 pm

Lebanon Jr. High 160 Miller Road Lebanon, OH 45036 (513) 934-5300
School Hours: M, T, TH, F 7:15 am – 2:05 pm W 7:15 am – 1:05 pm

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WELCOME & ORIENTATION

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

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

Warren County Educational Service Center Vision Statement

We are innovative leaders committed to providing customized solutions and high-quality services with collaborative partnerships.

Warren County Educational Service Center Mission Statement

At the Warren County Educational Service Center, we believe in being a resource to our community partnerships through a holistic life span approach by:

- Collaborating with school districts and communities to develop customized programming for at risk individuals and families
- Delivering high-quality services in a cost-effective manner
- Establishing a supportive environment that promotes growth opportunities, encourages leadership, and embraces diversity and inclusion
- Providing safe learning environments for the community we serve
- Enhancing the quality of life for a diverse population of learners with opportunities for growth and transformation

Social Communication Classrooms Program Mission Statement

“Educating students with Autism Spectrum Disorder and other low incidence disorders to promote independence, community involvement, and improve quality of life across their lifespan.”

- Educate the whole student to improve academic skill sets, social skills, leisure skills, and functional skills.
- Implement established evidence-based practices across the curriculum.
- Fully involve and engage families in the education of their child through effective communication, family education, and shared goals and visions.

- Provide meaningful and functional activities that create skill sets that will generalize to environments outside of the school walls.
- Treat every student, family member, school personnel, and community representative with respect and dignity.

Warren County Educational Service Center’s Social Communication Program:

The Social Communication Program provides educational programming for students in grades K-transition identified with Autism Spectrum Disorder and other low incidence disabilities. The program provides a low student to teacher ratio in order to implement intensive instructional programming which emphasizes the development of: communication/language; social communication skills, academics, emotional regulation, adaptive skills, sensory regulation, vocational skills, and positive behavior. Classroom environments are structured with defined areas that provide clear visual boundaries for specific activities, predictable schedules, visual supports, consistent expectations, and positive behavior supports. Speech and language therapy services, occupational therapy services, and physical therapy services are provided at an intensive level.

WCESC Governing Board

- Fred Anness, President
- Jiles Farley, Vice President
- Chad Bridgman, Board Member
- Nona Cress, Board Member
- Sally Williams, Board Member

WCESC Senior Leadership

- Superintendent – Tom Isaacs
- Treasurer – Cary Furniss
- Assistant Superintendent – Pat Pare
- Assistant Superintendent – Christina Even
- Assistant Treasurer – Scott Wilson
- Assistant Treasurer – Katie Brown
- Executive Director of Social Emotional Learning Programs – Mike Bidwell
- Executive Director of Special Education Programs– Kara Dirksing
- Executive Director of Cognitive & Behavioral Programs – Dr. Kathie MacNeil

Social Communication Program Leadership

Supervisor- Molly Leicht

Assistant Supervisor- Rachelle Yakumithis

Program Specialist- Katie Strubbe, BCBA

Social Communication Program Support Staff

Administrative Assistant- Jennifer Melzer

Lead Teacher- Kelly Buelt

Western Row School Nurse- Kristina Swisher

Satellite School Nurse- Terri Elam

BCBA- TBD

BCBA- Kim Gregory

Mental Health Therapist- Holly Stepp, BSW, LSW

Behavior Interventionist (Behavior)- Stacey Lipps

Behavior Interventionist (Mental Health)- Lindsey Johnson

Program Behavior Interventionists- Natalie Elam, Alissa Joseph

Speech and Language Pathologist- Kate Osborne, Anna Koscielicki, Caroline Hecker

Occupational Therapist- Claire Carr, Libby Jacobs

Physical Therapist- TBD

Workforce Development Coordinator- Victoria Flanders

Resource Coordinator- Lindsey Shell

Building Aide (Lunchroom)- April Dye

Maintenance Custodian- Tyler Blevins

WCESC SOCIAL COMMUNICATION

2023-2024

| | |
|--|---|
| School Hours: 8:00 am – 2:30 pm (Wed 1:30 pm) | First Quarter: Aug 21 st – Oct 19 th (43 Days) |
| Total School Days: 175 Days | Second Quarter: Oct 23 rd – Dec 20 th (37 Days) |
| Total School Hours: 1013 Hours | Third Quarter: Jan 3 rd - Mar 14 th (48 Days) |
| EARLY RELEASE EVERY Wednesday at 1:30pm | Fourth Quarter: Mar 18 th - May 30 th (47 Days) |

| August 2023 | | | | | | |
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| September 2023 | | | | | | |
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| October 2023 | | | | | | |
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| November 2023 | | | | | | |
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| December 2023 | | | | | | |
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| January 2024 | | | | | | |
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| February 2024 | | | | | | |
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| March 2024 | | | | | | |
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| April 2024 | | | | | | |
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| June 2024 | | | | | | |
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| July 2024 | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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| FIRST SEMESTER KEY DATES | | SECOND SEMESTER KEY DATES | |
|--------------------------|---|---------------------------|---|
| August 17 | Open House 2:00 – 5:00 PM | January 3 | Professional Work Day - No School |
| August 21 | First Day of School for Students | January 15 | Martin Luther King Jr. Day - No School |
| September 4 | Labor Day - No School | January 22-26 | MAP Testing |
| Sept 11-15 | MAP Testing | February 16 | Waiver Day/Prof. Dev. - No School |
| October 11 | SCC Parent Engagement Night 6:00-7:30 | February 19 | Presidents Day - No School |
| October 19 | End of First Quarter | Feb 26 – Apr 19 | AASCD Testing |
| October 20 | Professional Work Day - No School | March 6 | SCC Parent Engagement Night 6:00-7:30 |
| October 23 | Professional Development Day – No School; Teacher Conference Exchange Day | March 14 | End of Third Quarter / Parent/teacher conference 4:00-7:30 PM |
| October 26 | Parent/teacher conference 4:00-7:30 PM | March 15 | Professional Work Day - No School |
| Oct. 30- Nov 3rd | 3 rd Grade ELA Testing | Mar 25 – Apr 1 | Spring Break – No School |
| November 20-24 | Thanksgiving Break - No School | April 10-24 | ELA EOC 9-12 th and OST 3-8 th |
| Nov 27-Dec 15 | HS End Of Course Exams | April 24-May12 | EOC 9-12 (M, Sci, SS) & OST 3-8 th (M, Sci) |
| December 13 | SCC Parent Engagement Night 6:00-7:30 | May 6-10 | MAP Testing |
| December 20 | End of Second Quarter | May 15 | SCC Parent Engagement Night 6:00-7:30 |
| Dec 21- Jan 2 | Winter Break – No School | May 27 | Memorial Day- No School |
| | | May 30 | Last Day of School for Students |
| | | May 31 | Professional Work Day - No School |

WCESC SOCIAL COMMUNICATION- Lebanon Jr. High | 2023-2024

School Hours: 7:15 am – 2:05 pm (Wed 1:30 pm)
 Total School Days: 170 Days
 Total School Hours: 1093 Hours
EARLY RELEASE EVERY Wednesday at 1:30pm

First Quarter: Aug 21st – Oct 19th (42 Days)
 Second Quarter: Oct 24th – Dec 21st (40 Days)
 Third Quarter: Jan 8th - Mar 14th (46 Days)
 Fourth Quarter: Mar 18th - May 23rd (42 Days)

| August 2023 | | | | | | |
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| September 2023 | | | | | | |
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| October 2023 | | | | | | |
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| November 2023 | | | | | | |
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| December 2023 | | | | | | |
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| January 2024 | | | | | | |
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| February 2024 | | | | | | |
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| April 2024 | | | | | | |
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| May 2024 | | | | | | |
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| June 2024 | | | | | | |
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| July 2024 | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| FIRST SEMESTER KEY DATES | | SECOND SEMESTER KEY DATES | |
|--------------------------|--|---------------------------|--|
| August 21 | First Day of School for Students | January 15 | Martin Luther King Jr. Day - No School |
| September 4 | Labor Day - No School | January 22-26 | MAP Testing |
| Sept 11-15 | MAP Testing | February 16 | WCESC Professional Dev. Day - No School |
| September 25 | Professional Work Day- No School | February 19 | Presidents Day - No School |
| October 11 | SCC Parent Engagement Night 6:00-7:30 @ Western Row | Feb 26 – Apr 19 | AASCD Testing |
| October 19 | End of First Quarter | March 6 | SCC Parent Engagement Night 6:00-7:30 @ Western Row |
| October 20 | Professional Work Day - No School | March 14 | End of Third Quarter |
| October 23 | WCESC Professional Dev. Day – No School; Teacher Conference Exchange Day | March 15 | Professional Work Day - No School |
| Oct. 30- Nov 3rd | 3 rd Grade ELA Testing | Mar 25 – Apr 1 | Spring Break – No School |
| November 22-24 | Thanksgiving Break - No School | April 10-24 | ELA EOC 9-12 th and OST 3-8 th |
| Nov 27-Dec 15 | HS End Of Course Exams | April 24-May12 | EOC 9-12 (M, Sci, SS) & OST 3-8 th (M, Sci) No School |
| December 13 | SCC Parent Engagement Night 6:00-7:30 @ Western Row | April 29 | No School |
| December 21 | End of Second Quarter | May 6-10 | MAP Testing |
| Dec 22- Jan 3 | Winter Break – No School | May 15 | SCC Parent Engagement Night 6:00-7:30 @ Western Row |
| January 4-5 | Professional Work Day - No School | May 23 | Last Day of School for Students |
| | | May 24 | Professional Work Day - No School |

Master Building Schedule (Western Row Campus)

| | 2023 | 2024 | SCC | Master | Schedule | updated 5/19/2023 |
|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|---|
| | Monday | Tuesday | Wednesday | Thursday | Friday | |
| | | | | | | Motor Lab |
| | | | | | | Art |
| | | | | | | Physical Education |
| 8:30 - 8:50 | #7 | #10 | #7 | #10 | MD | Library |
| | | | MD | #7 | #10 | Health & Wellness |
| 8:30 - 9:00 | #5 | #4 | | #4 & #5 | #4 & #5 (15/15) | Culture Awareness |
| 9:00 - 9:30 | #1, #3, #4, #5, #12 | #1, #3, #4, #5, #12 | #1, #3, #4, #5, #12 | #1, #3, #4, #5, #12 | #1, #3, #4, #5, #12 | HS Science / Social Studies |
| | | | | | | HS Math |
| | | | | | | HS Reading |
| 9:10 - 9:30 | #2 | #6 | #2 | #6 | MD | Hygiene Group |
| | #6 | #2 | MD | #2 | #2 & #6 | Staff Hours: 7:15 - 3:15 |
| | | | #6 | #4 & #5 | | |
| 9:10 - 9:40 | | | | | #8 & #9 (15/15) | Student Hours: M, T, TH, F 8:00 - 2:30 W 8:00 - 1:30 |
| 9:30 - 10:00 | #1, #3, #4, #5, #12 | #1, #3, #4, #5, #12 | #1, #3, #4, #5, #12 | #1, #3, #4, #5, #12 | #1, #3, #4, #5, #12 | |
| 9:50 - 10:10 | #8 | #9 | #8 | #9 | MD | Lunch: 11:00 - 11:30 100 wing 11:30 - 12:00 200 wing & room 324 12:00 - 12:30 PWC |
| | #9 | #8 | MD | | | |
| 10:00 - 10:30 | | | | | #1 & #3 | |
| 10:30 - 10:50 | #11 | #13 | #11 | #13 | MD | Recess: 11:00 - 11:30 Tier 1 HS group 11:30 - 12:00 100 wing 12:00 - 12:30 Tier 2/3 HS group PWC embedded within schedule |
| | #13 | #11 | #13 | #11 | #11 | |
| 10:30 - 11:00 | #7 & #10 | | MD | | #7 & #12 | |
| | | | #7 & #10 | | | |
| 11:00 - 11:30 | Tier 2/3 | Tier 2/3 | Tier 2/3 | Tier 2/3 | Tier 2/3 | Key: #1 Sue 9th-12th #2 Lizzie K-2nd #3 Debbie 9th-12th #4 Malinda 8th-12th #5 Kelsey 8th-12th #6 Sara K-3rd #7 Maddie 6th-8th #8 Sammy 3rd-5th #9 Kelly Z 4th-8th #10 Maggie 6th-8th #11 Tanna 3rd-5th #12 Amy 9th-12th #13 Erika 3rd-5th |
| 11:30 - 12:00 | | | | | | |
| 12:00 - 12:30 | Tier 1 | Tier 1 | Tier 1 | Tier 1 | Tier 1 | |
| | | #2 & #6 (15/15) | | | #2 & #6 (15/15) | |
| 12:40 - 1:10 | #1 | #1 & #3 | Hygiene Group | #4 & #5 | #11 | |
| | | #11 | | #1 #3 | #3 | |
| 1:20 - 1:50 | #13 | #7 & #12 | | #8 & #9 (15/15) | #10 & #13 (15/15) | |
| | #8 & #9 | #10 & #13 (15/15) | | #12 | | |
| | #12 | #8 & #9 | | | | |

Academic and adaptive living skill rotations will vary from classroom to classroom based upon student need.

SCC Classroom Schedule Example

| Time | M, T, TH, F | Time | W |
|---------------|--|---------------|--|
| 8:00 – 8:30 | Arrival, Breakfast, Hygiene | 8:00 – 8:30 | Arrival, Breakfast, Hygiene |
| 8:30 – 9:10 | Science / Social Studies Rotations* | 8:30 – 9:10 | Science / Social Studies Math Rotations* |
| 9:10 – 9:30 | Motor Lab, Rotations* | 9:10 – 9:30 | Motor Lab |
| 9:30 – 11:00 | ELA Rotations* | 9:30 – 11:00 | ELA Rotations* |
| 11:00 - 11:30 | Lunch | 11:00 - 11:30 | Lunch |
| 11:30 – 12:00 | Recess | 11:30 – 12:00 | Recess |
| 12:00 – 12:30 | Special Area Classes | 12:00 – 12:30 | Special Area Classes |
| 12:30 – 1:50 | Math Rotations* | 12:30 – 12:50 | Math Rotations* |
| 1:50 – 2:25 | Calming Routines, End of Day Jobs, Dismissal | 12:50 – 1:25 | Calming Routines, End of Day Jobs, Dismissal |

*Rotations could include teacher time, content groups, independent work, sensory time, choice time.

Updated 5/19/2023

School Closing/Delay Announcements

The WCESC Social Communication Programs utilize TEC911 Alerts for direct notification of school closings and delays. Parents/guardians may subscribe to receive direct text message alerts for WCESC SCC school closings and delays by completing the registration form included in the summer packet or signing up through the link <http://teclogin.com/tec/cpcl/wcesc>

WCESC is not included on media broadcasted school lists for closings and delays (i.e. TV, web, radio, etc.), however, each WCESC Social Communication Classroom follows the school closing schedule where the classroom is located. The Western Row Campus follows Mason City School closing for the majority of the time.

Required School Forms

At the beginning of each school year, all students are required to have the following school forms on file. Yearly school forms are distributed to families via mail over the summer and can also be obtained through the school office. School forms are due by *Friday, September 1st, 2023*.

- Emergency Medical Authorization Form
- Non-Prescription Medication Authorization
- Immunization Notice & Immunization Exemption
- Student Health History
- School Medication/Procedure Authorization (only if student receives medication/medical procedures at school)
- Computer Network and Internet Acceptable Use Policy and Agreement
- Authorization for Release of Photos
- TEC911 Registration
- WCESC Directives for Appropriate Use of Seclusion & Physical Restraint in Educational Programs
- Behavior Management Strategies
- Christi Carnahan Consent Form
- Student Handbook Receipt Form

ATTENDANCE

Arrival and Dismissal Times

Western Row Campus- Monday, Tuesday, Thursday, Friday 8:00am – 2:30pm; Wednesday 8:00am – 1:30pm

Lebanon Jr. High- Monday, Tuesday, Thursday, Friday 7:15am – 2:05pm; Wednesday 7:15am-1:05pm

Arrival Procedures

As SCC students arrive at school, they will be greeted at their school transportation vehicle by an SCC staff member at the building's arrival time. Students should remain in the vehicle until greeted by staff. Students are escorted into the building and/or closely supervised by a staff member dependent on their level of independence and safe behavior. Once students enter the classroom setting, they will engage in morning arrival routines. Students arriving after the building arrival time need to be signed in at the front office.

Attendance & Tardiness

Ohio state law requires daily attendance of all students. Regular attendance is essential for success in school. Students are expected to attend school every day; attendance is reported to the home school districts. The Board of Education approved regulations & attendance policy of the Warren County Social Communication is as follows:

Ohio Revised Code, Section 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school. *Ohio Revised Code, Section 3321.03:* It is the parent's responsibility to cause the child to attend school.

Absence Reporting

It is the obligation of the parent/guardian to report their child's absence or late arrival each day.

- Families should contact the school within 1 hour from the start of the school day on the day of the absence
- **Absences should be reported by phone by calling 513-695-2736.**
- It is encouraged that a medical excuse is submitted whenever possible
- The parent/guardian should provide written documentation to the main office (notifying the child's teacher does not excuse the absence) in advance in regard to any absences due to upcoming out of town or vacation trips
- The parents (and not the school) maintain responsibility to make certain the doctor's note and/or vacation note is submitted to the main office in a timely manner

- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone and school personnel DO NOT make contact with a parent/guardian the absence is considered unexcused until a parent/guardian makes direct contact with the main office to verify the student's attendance.
- *The parent/guardian is responsible for contacting the transportation provider to inform them of the absence.*

Excused Absences

- Personal illness or injury
- Medical excuses are acceptable documentation of an absence from school following a personal, in-office or hospital examination by a physician, nurse practitioner or physician assistant
- Physicians may only excuse absences from school for the specific date(s) the student was under his/her direct medical care- during which the student was medically unable to attend school. Excessive medical excuses might result in the school contacting the physician's office for additional medical documentation
- Medical or Dental appointments
- Illness or death in the family
- Military Excused: Students may receive additional excused absences per school year for the purpose of attending the deployment or return of a military parent/sibling
- Funeral of immediate family member or relative
- Religious holiday
- Appointments for court
- Pre-approved absences by Program Supervisor and/or Director
- Emergencies and other reasons deemed appropriate by the Program Supervisor and/or Director

Unexcused Absence

School administration will make the final decision whether an absence or missed instructional time is excused or unexcused.

Minutes/Hours of School Day Missed (Excused and Unexcused)

Schools are required by law to track absences in minutes/hours throughout the school year. All missed instructional time is included in absence totals. A student who is late to school or leaves early (formerly termed tardy or early dismissal) is determined as having missed instructional time and is now considered absent for the number of minutes/hours in a given school day.

The state legislature set the following thresholds and associated requirements for attendance referrals and parent notification of attendance watch:

- 38 or more hours of excused and/or unexcused time out of school in one more month

or

- 65 hours of excused and/or unexcused time out of school in one school year

The school makes a referral to the county attendance officers for the purpose of intervention for students who accumulate the following amount of missed instructional time:

- 30 or more consecutive hours of UNEXCUSED absences (time out of school, full or partial days)
- 42 or more hours of UNEXCUSED absences (time out of school, full or partial days) in one month
- 72 or more hours of UNEXCUSED absences (time out of school, full or partial days) in one school year

Once the referral is made to the county attendance officer, an Absence Intervention Team Meeting is scheduled in order to develop an attendance plan.

Student Pick-up by Non-Custodial Parent

Custodial parents and guardians are able to pick up their child from school (either early or at the end of the school day), by informing the student's teacher in writing or by phone/text before the pick-up. This does NOT include regularly scheduled parent pick-up. *It is important to inform classroom staff of any transportation changes before the end of the school day.* The family is responsible for contacting the transportation provider to inform them if transportation is not needed on a particular day.

If the student is picked up by a non-custodial parent/caregiver (family member, respite, etc.), please adhere to the following steps:

1. Written communication (note or email) provided to the classroom teacher with information about the transportation changes. *Please include the full name of the individual picking up the student.*
 - a. If this is an ongoing pick-up schedule (i.e. every Wednesday), only one note is needed at the beginning of the change. Please indicate the start and end date of the transportation change.
2. When the non-custodial parent arrives to school to pick up the student, they will be asked to provide photo identification. The photo identification must match the name provided by the parent/caregiver. A copy of the photo ID may be taken if the individual picking up the student will do so on a regular basis. Please note that the student will not be released until verification of parent permission is obtained.

Injuries

All injuries will be reported to a teacher. The teacher will notify the program supervisor and the on-site clinic nurse, if applicable, or the nursing supervisor. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, school staff will follow the school's emergency procedures and attempt to contact the student's parents. Injuries will be reported to parent/guardians via an 'Incident/Injury Report'.








In the event of an incident that requires emergency medical services, the school staff will call the emergency number (911) then call the parents/guardians listed on the Emergency Medical Authorization form. If the parent cannot be reached, the staff will call the emergency contacts listed on the Emergency Medical Authorization form. The program director will also be notified. A staff member might travel with the student to the hospital and stay with the student if a parent/guardian or emergency contact cannot be reached.

Illness

If a student becomes ill or appears to have a communicable disease, school staff will contact the parent or person listed on the Emergency Medical Authorization form by telephone to pick up the student from school. If the student appears to have a communicable disease, the parent or guardian should take him/her to be evaluated by a physician and inform the classroom staff of any diagnosis.

Re-admittance to school depends on the specific illness. Procedures for re-admission to school following a communicable illness will follow the Ohio Department of Health Communicable Disease Chart guidelines. See the attached "Guidelines for Keeping Students Home from School" and consult the nurse for your child's program.

If a student is sent home because of fever, vomiting, diarrhea, or because of an infection requiring antibiotics such as pink eye or impetigo, they may NOT return to school the next day.

| I NEED TO STAY HOME IF... | | | | | | |
|--|---|---|---|---|--|--|
| I HAVE A FEVER | I AM VOMITING | I HAVE DIARRHEA | I HAVE A RASH | I HAVE AN EYE INFECTION | I HAVE HEAD LICE | I HAVE BEEN IN THE HOSPITAL |
|  |  |  |  |  |  |  |
| Temperature of 100.0 degrees or higher | Within the past 24 hours | Within the past 24 hours | Body rash with itching or fever | Redness, itching, and/or crusty drainage from eyes | Itchy head, active head lice | Hospital stay or emergency room visit |
| I AM READY TO GO BACK TO SCHOOL WHEN I AM... | | | | | | |
| Fever free for 24 hours without the use of fever reducing medication such as Tylenol or Motrin | Free from vomiting for 24 hours or at least 2 solid meals | Free from diarrhea for at least 24 hours | Free from rash, itching, or fever and I have been evaluated by my doctor | Evaluated by my doctor and have a note to return to school or it has been 24 hours since I started taking antibiotics | Treated with appropriate lice treatment at home. [Someone at home will help me remove nits before they hatch next week.] | Released by my medical provider to return to school – provide a note to school from the provider |

Immunizations

Students must show proof of having all immunizations required by the Ohio Department of Health no later than 14 days of the first day of school or when enrolling if the student is new to the district or program. For the safety of all students and staff, the school principal may be required to remove a student from school if the student does not have the required immunizations or authorized exemption waiver on file at school.

Immunization Requirements for School Attendance:

All students need: 5 DTaP, 4 Polio, 3 Hepatitis B, 2 Varicella, 2 MMR
 7th – 11th grade students also need: 1 Tdap and 1 MCV4 (Meningitis)

12th grade students and older also need: 1 Tdap and 2 MCV4 (Meningitis)

Immunization Exemption:

An Immunization Exemption Form is available on the Warren County Educational Service Center website at www.warrencountyesc.com found by clicking on the SERVICES then NURSING tabs on the upper right of the home page. A parent or guardian may choose to decline any immunization due to reasons of conscience, religious convictions, or if the specific immunization is medically contraindicated. The form or note is signed by the parent if declined for reason of conscious or religious conviction. If a vaccine is medically contraindicated, a physician must provide an explanation with physician signature. A statement of exemption must be dated and presented at the beginning of each new school year either by filling out the Immunization Exemption Form or by written note.

Emergency Medical Authorization

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

Health Screenings

The Ohio Department of Health requires hearing screenings for grades PS, K, 1, 3, 5, 9, 11 and vision screenings for grades PS, K, 1, 3, 5, 7, 9, 11. Referrals will be mailed or sent home if the student does not pass one or more of the required screenings.

Medications

The administration of medication at school is discouraged unless it is medically necessary or is required for educational performance. Every effort should be made to arrange dose times around school hours if possible. When medication administration is necessary during school hours, the following rules and procedures apply:

Authorization Form: A School Medication Administration Authorization Form must be filled out and signed by the licensed prescriber and signed by the parent/guardian before staff can administer prescription medications (ORC 3313.713 C 2). It is the parent/guardian's responsibility to provide the school with the completed school medication administration authorization (order form) filled out and signed by the prescriber. A separate form is required for each medication. New forms must be submitted each school year and for each change in medication, administration time and/or dosage. The medication will be administered exactly as written by the licensed prescriber's instructions on the form. No medication will be administered unless the completed form is on file. A parent may come to school to administer the medication to their child until they are able to provide the completed authorization form authorizing school staff to administer the new or revised medication or procedure.

A Non-Prescription Medication form can be filled out by parents who may authorize the administration of a non-prescribed, over-the-counter medication such as acetaminophen, ibuprofen, antibiotic ointment to a skin abrasion, cough drops, etc. to their student as needed. Physician authorization or signature is not required in such cases. Please deliver over-the-counter medication to school in its original, unopened packaging/container with administration instructions intact. The bottle/package will be labeled with the student's name (such as with a permanent marker). If a student requests the use of a non-prescription medication at school, the parent will be notified of the time the medication was administered. All over-the-counter medications will be administered according to the manufacturer directions on its packaging according to age and weight. If a different dosage or interval between doses is desired for an over-the-counter medication, or if it is given as a scheduled dose, the parent must submit a School Medication Administration Authorization Form signed by a licensed physician.

Medication: must be delivered to school by a parent/guardian (or by another adult designated by the parent/guardian). All medication must be in its original packaging or container with the original label as dispensed by the pharmacy* (ORC 3313.713 C 5). Staff will count or measure the amount of medication delivered with the person dropping it off and document the information. Using a recycled container is unacceptable even if the instructions are the same. Parents are advised to request a second empty bottle with an identical label from their pharmacy when filling prescriptions or at pickup if dividing the doses between home and school is necessary.

It is the responsibility of the parent/guardian to ensure a continuous supply of medication for the student as needed, as well as to be aware of the quantity of medication supplied to the clinic and when additional medication is needed. Staff may additionally send a notice home to assist with notifying the parent/guardian that the quantity at school is low, but this is ultimately the responsibility of the parent/guardian.

The school will not keep "stock" containers of over-the-counter medications for general use.

STUDENTS MAY NOT CARRY OR ADMINISTER THEIR OWN MEDICATION: Any student who is found in possession of any medication other than that authorized as a self-carry rescue medication (epinephrine auto injector, rescue inhaler, or diabetes supplies) or who distributes medication of any kind is in violation of the school's Student Code of Conduct and will be disciplined in accordance with the drug-use provision of the code. Students are not permitted to be in possession of any medication, including cough drops or any other over-the-counter medication.

Self-Carry Exceptions: As allowed by State and Federal law, a physician may order that a student may carry self-administered medications of epinephrine and/or rescue inhaler that are indicated for treating or preventing a potential life threatening or debilitating health condition. Students may also carry diabetic supplies according to their diabetic care plan submitted by their health care provider.

- The required School Medication Administration Authorization Form must indicate that the licensed prescriber approves that the student may self-carry/self-administer the prescribed rescue medication (inhaler or epinephrine autoinjector).
- The school program and its employees assume no responsibility regarding any abuse or misuse of such medication carried by a student. Any misuse of a self-carried medication may result in revocation of the right to self-carry.
- Additional back-up doses of an epinephrine autoinjector self-carried by a student must be provided by the parent to be kept locked in the clinic.

End of School Year and Discontinued Doses:

Medications not picked up by the end of the school year will be discarded. It is the parent/guardian’s responsibility to make arrangements with the school prior to the end of the school year to pick up their child’s medication. Medications cannot be sent to or from school via the student (backpack or carried) for the safety of your child and of others. Because the school cannot safely store medications between school years, all medication left at school will be discarded.

Guidelines for Keeping Students Home from School

Chicken Pox

A skin rash consisting of small blisters which leaves scabs. A slight fever may or may not be present. There may be blisters and scabs present at the same time. Your child should remain home until the 6th day after the appearance of blisters and all lesions are dry. Please notify the building nurse if your child is diagnosed with chicken pox.

Common Cold

Irritated, sore throat, watery eyes, runny or stuffy nose, sneezing, fever, chills, cough, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child’s ability to learn.

COVID-19

Keep your child home and notify the building nurse as soon as possible if child tested positive or has symptoms including one of these symptoms: cough, shortness of breath, difficulty breathing, or loss of taste or smell, or if they have two of these symptoms: Fever, stuffy or runny nose, sore throat, headache, muscle aches, fatigue, weakness, nausea, vomiting, or diarrhea.

Fever

If your child’s temperature is 100° or greater they should remain home until they have been without fever for a full 24 hours without the aid of fever reducing medication (such as acetaminophen or ibuprofen).

Flu

Abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours without the aid of fever reducing medication (such as acetaminophen or ibuprofen).

Head Lice

Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks which are usually found at the nape of the neck and behind the ears. Following lice infestations, your child may return to school after receiving treatment with a lice-killing shampoo, nit removal attempted, and the building nurse has been contacted. Instructions on how to properly treat head lice are available from the shampoo product and should be followed carefully to eliminate possible re-infestation and to minimize your child's absence from school. Nits need to be removed from the hair shaft and might require multiple sittings on multiple days to complete if there are many. If nits are allowed to remain, lice may hatch from them in 1-10 days as the nits can protect the unhatched lice from the shampoo treatment. Students found with live lice will be sent home and must be treated before returning to school. If your child has been treated for head lice, they must be checked by the nurse or other school personnel before returning to class.

Impetigo

Blister-like lesions which later develop into crusted sores with irregular outlines. If first noticed at school, your child will be sent home at the end of the day if it can be covered by a bandage or clothing and they are able to comply with not touching the area. Your child will be required to stay home until evaluated by a physician, until 24 hours after beginning antibiotic treatment, and all lesions (sores) are dry, or can be completely covered by a bandage at all times.

Pain

If your child complains, or behavior indicates, that they are experiencing persistent pain, they should be evaluated by a physician before your child is sent to school.

Pinkeye/Conjunctivitis

Redness and swelling of the whites of the eye or inside the eyelid, burning or itching eyes, discharge coming from one or both eyes, or crusts on the eyelids or lashes. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, using good hand washing practices, and using individual washcloths and towels.

Ringworm

A fungal infection that causes flat, red, ring-shaped rash, which may itch or burn. Your child is required to remain home from school until they have received 24 hours of anti-fungal treatment.

Skin Rashes

Skin rashes of unknown origin are to be evaluated by a physician before your child is sent to school. Please send the physician's note with your child to the school clinic after being evaluated.

Strep Throat/Scarlet Fever

Strep throat usually begins with fever, sore and red throat, pus spots on the back of the throat, and tender swollen glands of the neck. A red skin rash and/or strawberry appearance of the tongue (scarlet fever), high fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until fever free and without vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection and it is important to finish all prescribed antibiotics to be sure the infection is eliminated even if the child feels better after a few days. Early diagnosis and treatment are

critical in preventing serious complications such as rheumatic fever, kidney disease, and wound infection.

Vomiting and Diarrhea (Intestinal Viral Infections)

Stomachache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches may indicate a contagious intestinal viral infection. Your child should remain at home until there is no vomiting, diarrhea, or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day. If your child is sent home from school for symptoms of diarrhea or vomiting, they must NOT return to school the next day in addition to being symptom free for a full 24 hours.

Whooping Cough

Begins with upper respiratory symptoms and progresses to abnormally severe coughing sometimes followed by vomiting; fever usually absent. Return to school 5 days after starting effective antibiotic treatment. If not treated with antibiotics, may return to school 3 weeks after severe coughing began.

CONSULT YOUR PHYSICIAN FOR DIAGNOSIS AND TREATMENT

Ohio Department of Health Communicable Disease Chart (updated 11/2021).

Ohio Department of Health Communicable Disease Chart (updated 11/2021).

COVID-19 Information

The health and safety of our students, our staff and your family is of the utmost importance to us. WCESC will continue to follow the COVID19 guidelines for operation set forth by the Ohio Department of Education, the CDC and state and local health departments.

Overall, the best way to ensure our students have limited exposure to germs is by keeping students at home when they are ill and/or contagious. We ask that you please observe your child each morning for any signs of illness listed below and keep them home if they are ill or they show symptoms of illness or COVID19.

Please remember your child must be kept home if they display any signs of illness until they are free of symptoms for 24 hours and meet the criteria for return for the condition diagnosed by a health care provider.

We are asking for your assistance in helping keep our community safe:

- Assess your child's temperature every morning before school. Keep your child home if they have a temperature of 100 F or higher. The duration of home stay for a child sent home with a fever is fever free (without medication) for 24 hours and improvement of symptoms.
- Assess your child for illness that could be contagious and keep them home from school if they have experienced any of these in the past 24 hours: fever, cough, difficulty breathing, sore throat, body aches or chills, vomiting, diarrhea, rash, eye infection, head lice, or open wound that cannot be covered by a bandage.
- Call your child's school to notify the office if your child will stay home or experiences any

symptoms of illness.

- If a student is **sent home** because of fever, vomiting, diarrhea, or because of an infection requiring antibiotics such as pink eye or impetigo, they may NOT return to school the next day, because they must be symptom free for at least 24 hours or receive 24 hours of antibiotic treatment for bacterial infections diagnosed by a practitioner before returning to school. We will follow the guidelines set by the Ohio Department of Health for school attendance.

Our Health and Safety Practices

We are closely following guidance from the CDC, as well as state and local officials and health authorities, as we take extreme care to maintain our safe, healthy school environment for our students and staff.

ACADEMIC

Curriculum and Supplemental Resources

All SCC Classrooms will follow the BASES Curriculum for academic instruction. BASES is an acronym for Balanced Academics for Supported and Engaged Students. This SCC Curriculum is based on the Ohio Learning Standards – Extended (OLS – E). These standards help to ensure that students with significant cognitive disabilities are provided with multiple ways to learn and demonstrate knowledge. At the same time, the extended standards are designed to maintain the rigor and high expectations of Ohio’s Learning Standards.

Students who have been identified for participation in Ohio Learning Standards participate in Virtual Learning Academy. The Virtual Learning Academy (VLA) is an online curriculum provider offering over 250 core and elective courses to students in grades K-12. VLA courses are 100% aligned to Ohio's Content Standards, which are rooted in the National Academic Content Standards (<https://www.icesc.k12.oh.us/>)

Social Communications Curriculum

| Content Area | Curriculum | Additional Resources |
|--------------|--|---|
| Reading | Grades K-2 ULS Grades 3-12 BASES* | ULS Learning A-Z Readworks Teachers Pay Teachers Dolch/Fry words STAR curriculum |
| Math | Grades K-2 ULS Grades 3-12 BASES* | ULS Teachers Pay Teachers STAR curriculum |

| | | |
|----------------------------|---|--|
| Writing | Grades K-2 ULS Grades 3-12 BASES* | ULS Learning A-Z Readworks Teachers Pay Teachers STAR curriculum |
| Science | Grades K-2 ULS Grades 3-12 BASES* | ULS Learning A-Z Readworks Teachers Pay Teachers |
| Social Studies | Grades K-2 ULS Grades 3-12 BASES* | ULS Learning A-Z Readworks Teachers Pay Teachers |
| Social Emotional Learning | Grades K-8 THRIVE (Tools and Habits for Resiliency. Inspiring Victories Everyday.) Grades 9-12 SPARK (Supportive, Proud, Adaptable, Resilient and Kind) | Teachers Pay Teachers Zones of Regulation Social Behavior Mapping |
| Positive Behavior Supports | SCC PBIS curriculum (Safe and Ready to Learn) | Committee created materials and matrix Teachers Pay Teachers |
| Emotional Regulation | Zones of Regulation Social Behavior Mapping | Teachers Pay Teachers |

Grading Procedures

Students within the Social Communication program receive daily instruction in all content areas and specially designed instruction as outlined in their IEPs. A student’s individual schedule can include courses in the following content areas:

- Math
- English Language Arts
- Social Studies
- Science
- Social Skills

- Physical Education/Health
- Visual Arts
- Work Force Development (grades 7th-12th grade)

Every quarter, a student will receive a grade for each core content area based on 9 learning-based assessments. Grades are collected from work samples, quizzes, end of unit assessments, performance assessments based upon content instruction, and/or rubrics designed to assess participation and engagement in learning. The type of assessments used is individualized to each student’s learning characteristics.

Every quarter, a student will receive a pass/fail grade for every nonacademic course they are enrolled in. The pass/fail designation will be based on engagement, participation, and classroom behavior.

Grading Scale

90-100 – A (4.0 Points)

80-89 – B (3.0 Points)

70-79 – C (2.0 Points)

60-69 – D (1.0 Points)

0-59 – F (0.0 Points)

Progress Reporting

Progress reports are sent to each parent at least every nine (9) weeks to indicate how the student is progressing related to their IEP goals and objectives. Annual IEP reviews are held to summarize the year’s progress and make recommendations for the next school year. Progress reports are sent to students and families, at a minimum, at the end of every quarter.

Western Row

| Quarter | End of Quarter Date | Progress Reports/Grades Due | Progress Reports/Grades Distributed |
|---------------------|---------------------|-----------------------------|-------------------------------------|
| Quarter 1 (43 days) | 10/19/2023 | 10/20/2023 | 10/27/2023 |
| Quarter 2 (37 days) | 12/20/2023 | 1/3/2024 | 1/12/2024 |
| Quarter 3 (48 days) | 3/14/2024 | 3/15/2024 | 3/22/2024 |
| Quarter 4 (47 days) | 5/30/2024 | 5/31/2024 | 6/7/2024 |

| Quarter | End of Quarter Date | Progress Reports/Grades Due | Progress Reports/Grades Distributed |
|---------------------|---------------------|-----------------------------|-------------------------------------|
| Quarter 1 (46 days) | 10/19/2023 | 10/20/2023 | 10/27/2023 |
| Quarter 2 (30 days) | 12/21/2023 | 12/22/2024 | 1/5/2024 |
| Quarter 3 (47 days) | 3/14/2024 | 3/15/2024 | 3/22/2024 |
| Quarter 4 (42 days) | 5/23/2024 | 5/24/2024 | 5/31/2024 |

Computer Technology and Networks

Before any student may use the school’s computer network and the Internet, an agreement must be signed by the parent & student that define the conditions under which the student may use such equipment and services. Failure to abide by all the terms of the agreement may lead to termination of the student’s computer account and/or possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. This agreement is distributed to families each summer through the summer packet.

Internet: Terms & Conditions of Use

- 1) Acceptable Use – The purpose of the backbone network making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Warren County Learning Center. Use of other organization’s networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- 2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of WCLC may request that the system administrator deny, revoke, or suspend specific user accounts.
- 3) Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

The Warren County Educational Service Center is pleased to make available access to interconnected computer systems to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities, and electronic storage in the pursuit of learning. The District Board of Education has policies which govern the access and use of computer and network systems. This Acceptable Use Policy is a guideline for use and a contractual agreement between the end user of said systems and the Board of Education. All end users of said systems must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in loss of privilege to use computer systems, the network, and/or Internet access and may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon reviewing, signing, and returning this Policy and Agreement, each end user will be given an opportunity to enjoy access to computer and network systems at school and is agreeing to follow this agreement's guidelines and Board Policy. Anyone under 18 years of age must have his or her parent or guardian read and sign the policy. The Warren County Educational Service Center cannot provide access to anyone who fails to sign and submit the policy to the school as directed with accompanying signature of a parent or guardian if required.

Personal Responsibility

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report a misuse of the network to your immediate teacher, supervisor, or director. Misuse means any violations of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

A properly signed and submitted copy of this document is required to have a computer account activated for a given school year. Accounts will be deactivated on September 15 of the school year for anyone who has not complied. A new agreement must be submitted by September 15 of every school year for an end user to retain access to a computer account.

Purpose and Use

The Warren County Educational Service Center is providing access to its computer network and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you should consult with your immediate teacher, supervisor, or director to help you decide if a use is appropriate. The following guidelines and procedures shall be complied with by staff, students, or community members who are specifically authorized to use the District's computers or network services:

Expectations for the use of the computer/network include but are not limited to:

1. Do make full use of Computer and Network access to enhance, enrich, and enliven the education process at all levels of the district.

2. Do make use of the Computer and Network access to store files, run approved software programs and simulators, perform research, produce original documents, projects, and presentations, and communicate in the pursuit of instruction and learning.
3. Do seek help and/or advice when appropriate from your immediate teacher, supervisor, or director.
4. Do use appropriate language and etiquette at all times as defined in Board policy and the applicable code of conduct.
5. Do keep electronic messages brief and use appropriate language.
6. Do report any security problem or misuse of the network to your immediate teacher, supervisor, or director.

The Board of Education assumes that all users understand the following guidelines for use of the computer/network:

1. Understand that Electronic mail (e-mail) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
2. Understand that all electronic data that passes through a district owned computer or over the district's network is subject to monitoring and seizure and may be handed over to law enforcement officials.
3. Understand that all electronic data created for the purpose of administration or instruction under the Board approved curriculum for a course or program should be assumed to be property of the District.
4. Understand that the rules and regulations of on-line etiquette are subject to change by the Administration.
5. Understand that the user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses and telephone numbers private. They shall use this system only under the login and password information issued to them by the District. Users shall not grant others access to a computer and/or the network under their login and password.
6. Understand that computer systems and the District network shall be used only for purposes related to education or administration. Commercial, political and/or personal use of said systems is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use. An Exception may be considered when a portable computer is assigned to staff for the purpose of at-home productivity outside of regular working hours. Staff is also permitted to check personal email should said email account be used for both work and personal use.
7. Understand that vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creation or deployment of computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

Pursuant to Federal law, students shall receive education about the following:

1. safety and security while using email, chat rooms, social media and other forms of direct electronic communications,
2. the dangers inherent with the online disclosure of personally identifiable information,
3. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online, and
4. unauthorized disclosure, use, and dissemination of personal information regarding minors.
 Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Unacceptable uses of the computer/network include but are not limited to:

1. Do not violate the conditions of Federal and State laws dealing with students and employees' rights to privacy;
2. Do not reveal your personal home address or phone number or those of other students or colleagues or arrange a face-to-face meeting with someone you "meet" on the computer network or Internet.
3. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
4. Do not use the computer and/or network for financial gain or for any commercial or illegal activity.
5. Do not use the computer and/or network in such a way that it disrupts the use of the computer and/or network by others.
6. Do not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
7. Do not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs
8. Do not place copyrighted material on the system without the author's permission.
9. Do not read other user's email or files or attempt to interfere with another user's ability to send or receive electronic mail or attempt to read, delete, copy, modify or forge another user's email.
10. Do not repost (forward) personal communication without the author's prior consent.
11. Do not copy commercial software and/or other material in violation of copyright law.
12. Do not "hack", gain, or attempt to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.
13. Do not access and/or view inappropriate material.
14. Do not download and/or install freeware or shareware programs without the approval of the Technology Department
15. Do not plagiarize copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.

16. Do not use, install, or attempt to install peer-to-peer file sharing programs such as Kazaa, Bittorrent, Limewire, Bearshare, and others.
17. Do not use social network sites such as Myspace, Xanga, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment.
18. Do not use instant messaging, text messaging, and Internet telephony services without the consent of your teacher, supervisor, or director.

Privacy

Network and Internet access is provided as a tool for education, Warren County Educational Service Center reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Warren County Educational Service Center and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement

The user's access of computer systems, the network, and the Internet is a privilege, not a right. A user who violates this policy and breaches his/her agreement, may at the discretion of the Administration, have his or her access terminated for the remainder of the school year. The Warren County Educational Service Center reserves the right to refuse reinstatement of access for subsequent school years. A user breaches his or her agreement not only by affirmatively violating the above policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Warren County Educational Service Center may take other disciplinary action.

Warranties/Indemnification

The Warren County Educational Service Center makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) or any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility of his or her user, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the Warren County Educational Service Center that provides the computer and Internet access opportunity to students and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer

network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user, The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Warren County Educational Service Center in the event of the Warren County Educational Service Center's initiating an investigation of a user's use of his or her access to its computer network and Internet, whether that use is on a Warren County Learning Center classroom computer or on another's outside the Warren County Educational Service Center's Network.

Updates

Users may be asked from time to time to provide new or additional registration and account information, which must be provided by the user if he or she wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify Technology Specialist of the change.

Students Records & Confidentiality

One area of concern to students and staff alike is the question of confidentiality.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records the Program Supervisor. An appointment can then be made with the appropriate person to answer any questions and to review the requested student records.

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

AngelSense Technology in Schools

Parents & students are not permitted to use covert audio, video, voice-monitoring and recording devices such as AngelSense, spy audio and video recorders or cameras, and similar devices at school without the written consent of the Superintendent. Requests to use devices like this must be submitted in writing to the Assistant Superintendent, Mrs. Christina Even. Please refer to Board Policy 2461 for additional information. If a recording device is found attached to your child and/or in their belongings without the written consent of the Superintendent, Mr. Tom Isaacs, and the Warren County ESC Leadership Team; WCESC reserves

the right to ask that your child not return to their educational program you until a formal meeting between you, the guardian(s), and WCESC leadership has occurred.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Warren County Educational Service Center receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has

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

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

Parent/Teacher Conferences

Parent/teacher conferences will be scheduled 1-2 times a year for students within the Social Communication Classroom program. The purpose of parent/teacher conferences is to provide information regarding student progress and continue communication and collaboration between school and home. A flyer and/or email will be sent several weeks prior to the parent/teacher conference dates with information about how to schedule a conference time with your child's teacher.

Western Row conferences:

- October 26th, 2023 from 4:00pm-7:30pm
- March 14th, 2024 4:00pm-7:30pm

Lebanon Jr High Conferences: – TBD

BEHAVIOR/DISCIPLINE

PBIS Overview


Ohio Department of Education recently adopted a strategic plan entitled *Each Child, Our Future*. Within that strategic plan, it explicitly recognizes the need for a positive climate in every school to support student well-being, academic achievement, and future success. House Bill 318 passed in August 2018, outlined the requirement for schools to implement Positive Behavioral Interventions and Supports (PBIS) as the framework to guide districts and schools in developing practices that proactively define, teach, and support appropriate behavior.


PBIS [is an evidence-based](#), tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. When implemented with fidelity, [PBIS improves](#) social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing (Center on PBIS, 2022).


The essential components of PBIS include setting clear expectations for behavior, providing comprehensive instruction of those behavior expectations, acknowledging expected behavior, and correcting challenging behaviors, looking at data and making decisions on developing stronger school structures, and engaging with family and community partners.


SCC PBIS Matrix

A PBIS matrix is utilized by school programs to outline specific observable expectations that are targeted for instruction, practice, and acknowledgment. The Social Communication Classroom program will focus on the expectations of "I am safe." "I am ready to learn." and "I am responsible." during the 2023-2024 school year.

|  | Classroom | Arrival/ Dismissal | Bathroom | Hallway | Cafeteria Lunch | Gym | Playground | Motor Room |
|---|--|--|---|---|--|--|--|--|
| <i>I am Safe</i> | <p>I will:</p> <p>Use items as the teacher shows me</p> <p>Put items where they belong</p> <p>Use quiet voice, hands, and feet</p> <p>Be aware of others around me.</p> <p>Find my safe people</p> <p>Use my strategies to keep a calm/safe body</p> | <p>I will:</p> <p>Put items from home away and go to my safe area</p> <p>Use quiet voice and hands and walking feet</p> <p>Be aware of others around me</p> <p>Either wait for my safe person or find my safe person</p> <p>Use my strategies to keep a calm/safe body</p> | <p>I will:</p> <p>Use items correctly</p> <p>Use quiet voice, appropriate hands, and walking feet</p> <p>Use my strategies to keep a calm/safe body</p> <p>Find my safe people if needed</p> <p>Be aware of what is around me</p> <p>Take turns</p> <p>Flush, wash, and dry hands</p> | <p>I will:</p> <p>Stay in my space</p> <p>Use quiet voice and hands and walking feet to control my body</p> <p>Be aware of what is around me.</p> <p>Use my strategies to keep a calm/safe body</p> | <p>I will:</p> <p>Eat my own food</p> <p>Clean my messes and throw trash away</p> <p>Use quiet voice and nice hands and walking feet.</p> <p>Stay in area</p> <p>Be aware of others around me</p> <p>Find my safe people</p> <p>Use my strategies to keep a calm/safe body</p> | <p>I will:</p> <p>Use and put away items correctly as the adult shows me</p> <p>Use quiet voice and nice hands and feet to control my body</p> <p>Take turns</p> <p>Use my strategies to keep a calm/safe body</p> | <p>I will:</p> <p>Use items correctly as the adult shows me.</p> <p>Use a nice voice, hands, and feet to control my body</p> <p>Take turns</p> <p>Use my strategies to keep a calm/safe body</p> | <p>I will:</p> <p>Use items as the adult shows me</p> <p>Use quiet voice, hands, and walking feet.</p> <p>Take turns</p> <p>Be aware of others around me.</p> <p>Find my safe people</p> <p>Use my strategies to keep a calm/safe body</p> |

|  | Classroom | Arrival/ Dismissal | Bathroom | Hallway | Cafeteria Lunch | Gym | Playground | Motor Room |
|--|---|---|---|--|--|---|---|--|
| <i>I am Ready to Learn</i> | <p>I will:</p> <p>Set up my space</p> <p>Use quiet voice, hands, and feet</p> <p>Look, listen, and think</p> <p>Use my strategies to keep a calm/safe body</p> <p>Ask for help if I need it</p> | <p>I will:</p> <p>Put items from home away/collect items to go home and go to my area</p> <p>Use quiet voice, hands, and walking feet</p> <p>Look, listen, and think</p> <p>Use my strategies to keep a calm/safe body</p> <p>Use my strategies to keep a calm/safe body</p> <p>Ask for help if I need it</p> | <p>I will:</p> <p>Use items correctly</p> <p>Use quiet voice, appropriate hands, and walking feet</p> <p>Look, listen, and think</p> <p>Use my strategies to keep a calm/safe body</p> <p>Ask for help if I need it</p> | <p>I will:</p> <p>Stay with my group</p> <p>Use quiet voice, hands, and walking feet</p> <p>Look, listen, and think</p> <p>Use my strategies to keep a calm/safe body</p> <p>Ask for help if I need it</p> | <p>I will:</p> <p>Set up my space</p> <p>Use quiet voice, hands, and walking feet.</p> <p>Look, listen, and think</p> <p>Use my strategies to keep a calm/safe body</p> <p>Ask for help if I need it</p> | <p>I will:</p> <p>Use items correctly as the adult shows me</p> <p>Use quiet voice, hands, and feet</p> <p>Look, listen, and think</p> <p>Use my strategies to keep a calm/safe body</p> <p>Ask for help if I need it</p> <p>Take turns</p> | <p>I will:</p> <p>Use items correctly as the adult shows me.</p> <p>Use a nice voice, hands, and feet</p> <p>Look, listen, and think</p> <p>Use my strategies to keep a calm/safe body</p> <p>Ask for help if I need it</p> <p>Take turns</p> | <p>I will:</p> <p>Use items correctly as the adult shows me</p> <p>Use quiet voice, hands, and walking feet.</p> <p>Look, listen, and think</p> <p>Use my strategies to keep a calm/safe body</p> <p>Ask for help if I need it</p> <p>Take turns</p> |

|  | Community | PAES Lab |
|---|---|--|
| <i>I am Safe</i> | I will: Stay with my group Be aware of others around me Use my strategies to keep a calm/safe body Use appropriate language and actions Have an emergency plan | I will: Use items as the teacher shows me Put items where they belong Use quiet voice, hands, and feet Be aware of others around me. Find my safe people Use my strategies to keep a calm/safe body Take turns Clean my messes |

|  | Community | PAES Lab |
|---|--|--|
| <i>I am Ready to Learn</i> | I will: Find my boss Get materials ready Know schedule Keep track of my belongings Use my strategies to keep a calm/safe body Look, listen, and think Ask for help if I need it | I will: Set up my space Use quiet voice, hands, and feet Look, listen, and think Use my strategies to keep a calm/safe body Ask for help if I need it Use items as the teacher shows me Put items where they belong |

PBIS Acknowledgement System

Students and staff receive acknowledgements when they are observed to follow PBIS expectations and specific observable behaviors outlined as indicators of the expectations. For most SCC students, acknowledgements are provided in the form of high rates of behavior-specific verbal praise and utilization of individualized reinforcement systems. Some SCC classrooms institute a classroom-wide acknowledgement system that involves earning a token to be used for a larger reward. A couple SCC classrooms use a computer-based acknowledgement system through PBIS Rewards. Four times over the course of the school year, SCC students will engage in a PBIS Booster session in which students work together to gather acknowledgements with the culmination of a big prize and/or activity.

Therapeutic Environment and Prevention Strategies

The Social Communication Classroom program strives to provide proactive supports to students in order to prevent potential behavioral and/or safety concerns. The proactive supports and interventions provided to students are organized into three tiers.

Tier 1 Supports

Tier 1 supports are provided to all students. As the largest tier, and the foundation for the entire framework, Tier 1 encompasses the entire school with core instructions and basic interventions. This structure helps to build positive relationships between staff and students. It includes proactive classroom management strategies aimed at creating a supportive atmosphere, such as, physical organization of the classroom, visual schedules, structured work systems, systematic instruction, leveled emotional regulation supports and instruction, general sensory supports, communication instruction and supports, and visual supports. All students also receive instruction related to PBIS expectations and social-emotional learning.

Tier 2 Supports

Tier 2 supports are provided to smaller groups of students that need more intensified supports than ones offered in Tier 1. The purpose of Tier 2 supports is to provide extra assistance to students so that they can meet academic and behavioral goals. Examples of supports and interventions at this tier can include, targeted academic groups, individual check in/check out procedures, focus self-regulation groups, and individualized sensory diets.

Tier 3 Supports

Tier 3 supports are utilized with students that present with the most intensive needs. Interventions at this tier include functional behavior analysis, behavior support plans, crisis plans, and/or individualized student programming outside of the typical classroom environment. A multi-disciplinary team meets to develop behavior plans and supports for students needing Tier 3 interventions.

If a behavior or academic concern were to arise for a student, an educational team meeting including the parent/guardian will convene to discuss the concern and develop a plan to address the needs identified.

Restraint and Seclusion Policy

Warren County ESC implements Ohio rule 2201-35-15, standards for the implementation of Positive Behavior Intervention Supports (PBIS) and the use of restraint and seclusion which was revised and re-approved on June 24, 2021. WCESC uses PBIS in order to create a school environment that is focused on the care, safety, and welfare of all students. In response to

behavioral escalation, WCESC is trained in QBS Safety Care Crisis Prevention. As a part of this law, WCESC is committed to the use of preventive evidence-based strategies to decrease escalation. As the last possible resort, when there is an immediate risk of harm to the students and/or others, and no other safe alternatives are available, staff may use approved restraint or seclusion to maintain a safe environment. See attached Appendix: Restraint and Seclusion Policy Manual 5000 Students for more information.

As a part of Ohio Laws and Administrative Rules 3301-35-15 Standards for the implementation of positive behavior intervention supports and the use of restraint and seclusion; the WCESC Program will hold a meeting with parent(s)/guardian(s), home school district representative and all IEP team after three instances of Restraint and/or Seclusion. For most students attending WCESC PROGRAMS as they already have an IEP; the meeting participants will consist of the IEP team including the parents, home district representative, intervention specialist, and related services professionals. This team will discuss and determine the need for a Functional Behavior Assessment and more intensive support based on the data. If the student currently has an FBA on file, the team will meet to discuss revisions to the FBA and the potential need for a Behavioral Intervention Plan or revisions to existing procedures on these documents.

As a part of Ohio Laws and Administrative Rules 3301-35-15 Standards for the implementation of positive behavior intervention supports and the use of restraint and seclusion; the Warren County Educational Service Center Superintendent and leadership team will review a formal complaint to investigate potential violations of the requirements of this rule. In following the Ohio Department of Education guidance and rules, parents can file a complaint regarding incidents of restraint and seclusion that occurred after the effective date of June 24, 2021. Alleged violations must be within one year of the date the complaint is filed.

The complete WCESC directives on appropriate use of restraint and seclusion can be found in the Appendix.

Student Code of Conduct

The Student Code of Conduct addresses the types of misconduct that will subject a student to disciplinary action. Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, loss of classroom privileges, additional academic assignment to improve student learning, individual behavior intervention, additional addiction focused therapy and/or recommendation of removal from program. Furthermore, any criminal acts committed at or related to the school may result in school discipline and may be reported to law enforcement officials.

1. Use of drugs and/or alcohol

Students are prohibited from possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including but not limited to alcohol, narcotics, mood altering drugs, counterfeit

controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia. If the director has a reasonable suspicion of drug or alcohol use, local law enforcement or probation officer may be contacted. Parent and/or legal guardian may be contacted to remove the student from school property. Medical attention may be solicited for the safety of the student.

2. Use of tobacco and/or e-cigarette

The school prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, or at another school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, and snuff. **Any type of e-cigarettes, vaporizers, vape pens, or vaping that contain cartridges filled with tobacco or any other substance is banned from school property.**

3. Use and/or possession of firearms

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

- a) A firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be concerted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unleaded firearm and any firearm which is inoperable, but which can be readily operated.
- b) Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or possession of a weapon

A weapon is any device, which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for or is readily capable of causing death or serious bodily injury.

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers and jewelry.

6. Knowledge of dangerous weapons and/or threats of violence

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

7. Physically assaulting a staff member/student/person

Physical assault of a staff member, student or other person associated with the district regardless of whether it causes injury, will not be tolerated. At times our students become a threat to their own safety or the safety of others. The staff will make every attempt to de-escalate the behavior. Altering the environment in ways which are non-threatening to the student and least disruptive to the routine of other individuals is preferable when possible. A crisis exists when there is one or more of the following:

- Danger to others: when there is physically aggressive contact toward other sufficient to cause bodily harm.
- Danger to self: when there is enough acting out, leaving school premises without permission, or self-abuse to cause bodily harm.
- Destruction of property: when misuse of property leads to or could leave bodily harm.

In the event of a crisis there may be the need for implementation of physical restraint or seclusion. The Social Communication Program staff are trained and certified in Safety Care-Behavioral Safety Training Program. These techniques provide the skills and competencies necessary to effectively prevent, minimize, and manage behavioral challenges with dignity, safety, and the possibility of change. This Safety-Care program will provide staff with strategies for not only preventing and managing behavioral challenges, but also to effectively teach replacement behaviors. Every effort will be made to keep your student safe including contacting law enforcement.

8. Verbally threatening a staff member/student/person

Any statement or noncontact action that a staff member, student or other person associated with the district reasonably feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault that may subject a student to discipline.

When a threat is made, it is our responsibility to differentiate between discipline violations vs. an imminent threat to school safety. An imminent threat maybe defined as an indicated desire to harm individuals, which would cause supervisors to investigate the context and the meaning of the threat. Potential consequences for threats may include a Mental Health Assessment, involvement of law enforcement (with possible legal consequences), and school disciplinary action.

Mental Health, Law Enforcement, and School Administration will be addressing each classroom to discuss and inform on the topic of threats specifically focusing on:

- 1) What is a threat?
- 2) Potential consequences of making a threat
- 3) See something/Say something
- 4) Support will also be provided for any anxiety
- 5) Encourage a supportive peer environment by showing kindness

9. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

10. Extortion

Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law and is prohibited by the Student Code of Conduct.

11. Gambling

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering and is prohibited by the Student Code of Conduct.

12. Falsification of schoolwork, identification, forgery

Forgery of hall/bus passes and excuses, as well as use of false ID's are forms of lying and are not acceptable. Students found engaging in such practices will be subject to discipline in accordance with the Student Code of Conduct.

13. Academic Dishonesty, cheating, plagiarism

Academic dishonesty or cheating is defined as the act of obtaining or attempting to obtain credit for work by dishonest, deceptive, fraudulent, or unauthorized means. Assisting others in doing so is also academic dishonesty. Collaborative work is not academic dishonesty when specifically permitted or required by a teacher. Plagiarism is defined as presenting or stealing someone else's work as your own, to commit literary theft, or to present an idea or product taken from an existing source as new and original.

14. False alarms and false reports

Inciting panic is against the law. Students found engaging in such practices will be subject to discipline in accordance with the Student Code of Conduct.

15. Explosives and Arson

Explosives, fireworks, lighters, matches, fire starters and chemical-reaction objects such as smoke bombs, small firecrackers and poppers is illegal. Use or possession of explosives or fire-starting devices (ie. Matches, lighters) will be subject to discipline in accordance with the Student Code of Conduct.

16. Trespassing

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

17. Theft

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

18. Insubordination

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

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Students engaged in such activity will be subject to disciplinary action.

20. Persistent absence and/or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to truancy officer.

21. Unauthorized use of school or private property

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

22. Displays of affection/sexual activities

Sexual contact in any form is prohibited. This includes personal self-stimulation as well as sexual contact with others during any school activities or traveling to/from school. Engaging in any sexual activity will result in disciplinary action.

23. Possession of electronic equipment

The school will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property without the permission of School Administration. Examples of prohibited devices include but are not limited to radios, "boom-boxes", CD players, personal tablets, portable TV's, electronic games, toys, pagers, cellular phone, beepers, other paging devices and the like. Use of personal headphones is at the discretion of the Building Administrator but we are not liable for any lost or stolen property. At the beginning of each day, electronics will be collected and stored in a safe place. Failure to comply with electronic policy may result in confiscation and loss of electronic privileges.

24. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the school.

25. Violation of bus/van rules

Students are expected to follow the rules and expectations of their specific transportation provider when travelling to and from school. Students are expected to follow the rules and expectations set forth by the classroom team when riding in WCESC transportation vehicles for community outings. See transportation section.

26. Dress code Violations

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process or which threatens to do so are unacceptable (refer to dress code on page 14-15).

27. Harassment and/or bullying

The Warren County Wellness Center believes that bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have [serious, lasting problems](#). Many times, students may perceive that staff members are aware that the bullying has occurred, but it is important that the student reports the bullying incident to school staff. Once this initial report has been made by the student or legal guardian a school administrator will determine if the incident meets the definition of bullying and then follow the bullying policy accordingly.

28. Hazing

Hazing by any individual, school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property and/or off school property but connected to activities or incidents that have occurred on school property. *All incidents of hazing must be reported immediately to the Building Administration. Students who engage in hazing may also be liable for civil and criminal penalties.

29. Bomb Threats

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

30. Gangs

Gangs, which initiate, advocate or promote activities that threaten the safety or well-being of persons or which are disruptive to the school environment, are not tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

Bullying

House Bill 276 requires each public school district in Ohio to adopt Anti-bullying and Harassment policies. For the Warren County Educational Service Center, policy 5517.01 prohibits harassment, intimidation, or bullying.

The WCESC Governing Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

In accordance with WCESC Board Policy, school administration will thoroughly investigate any report of a bullying incident that may occur.

WCESC Bullying Protocol and Procedure

Once a report of bullying is made by student, parent, and/or staff, the program administrator will initiate the investigation and take statements from the potential victim, involved students, and any other necessary involved persons related to the investigation (i.e. parents staff, support staff). The school administrator will document all statements utilizing Student School Incident Report. Once the investigation is complete, the school administrator will complete the WCESC Bullying Determination Form. WCESC Bullying Determination Form will document if there is any determination of consequences that need to be taken if the bullying accusation is founded. All parents of students involved in the investigation will be notified of the outcome of the investigation from the school administrator.

Discipline Framework

The WCESC Programs respond to student behaviors in a systematic way that is individualized for each student. From our perspective there is no “one size fits all” approach to behavior. Combined with Social Emotional Learning curriculums the WCESC uses the principles of Safety Care De-escalation Training with “Help, Prompt and Wait” strategies to respond to and redirect behaviors. They also use differential reinforcement to reduce challenging behavior by teaching and reinforcing other, more desirable behaviors. WCESC staff will respond to student behaviors in alignment with educational plans and the educational team will determine consequences for behaviors in order to improve student outcomes.

Disruptive Behaviors interfere with learning and functioning.

Examples Include:

| | | |
|--------------------------------|--------------------------------------|-----------------------------|
| Yelling out during instruction | Inappropriate Language | Refusal to Follow Direction |
| Leaving the area | Inappropriate Comments to peer/staff | Disrobing |

Staff Response Options include but are not limited to-

- Help/ Wait/ Prompt Strategies
- Incident report sent home to parents
- Loss of credit points
- Apology
- Restorative time increments to rebuild peer/staff relationships
- Loss of Reward Time/Activity
- Restorative school time in 1:1 setting to focus on missed academic assignments & rebuilding communication.

Dangerous behaviors that are potentially harmful.

Examples Include:

| | | |
|--|------------------|-----------------------------------|
| Property Destruction (without potential to cause harm) | Vaping | Scratching, Slapping in isolation |
| Eloping from class | Throwing Objects | Hitting in isolation |

Staff Response Options include but are not limited to-

- Help / Wait / Prompt Strategies (When safe to do so)
- Incident report sent home to parents,
- Restorative Practices
- Apology
- Research Paper/Presentation (to better understand the dangers of behavior).

Very Dangerous (Potentially Lethal) Behaviors have significant potential to cause serious harm.

Examples Include:

| | | |
|-----------------|--------------------------|---|
| Hitting/Kicking | Using Weapons or objects | Property Destruction (with potential for bodily harm) |
| Head Banging | Elopement | Fighting |

Staff Response Options include but are not limited to-

- Help / Wait / Prompt Strategies (when safe to do so)
- Student Debriefing Process if Restraint/ Seclusion Occurred
- Apology to peer/staff if injury occurred
- Restorative time during school day in 1:1 setting to focus on missed academic assignments & rebuilding communication.

Child Abuse/Neglect

School personnel are mandated reporters of abuse and neglect in the state of Ohio. If abuse or neglect is suspected, school personnel will work together with supervisory and administrative staff to document observations and report any suspected abuse and/or neglect to the proper authorities. The following examples of child abuse and child neglect are not all inclusive.

Abuse

For purposes of this policy, an abused child includes any child who: Is the victim of sexual conduct or sexual conduct with an adult or is otherwise the victim of criminal sexual activity; exhibits evidence of physical or mental injury which is not the result of an accident or is not consistent with the explanation of the cause or circumstances, with the possible explanation of a minor injury arising from an altercation between students or otherwise suffers physical or mental injury caused by child's parent(s), guardian, custodian.

Neglect

For purposes of this Policy, a neglected child includes any child: who is abandoned by the child's parent(s), guardian or custodian; who lacks adequate care or supervision due to the faults or habits of the child's parent(s), guardian, or custodian; whose parent(s), guardian or custodian fails to provide proper or necessary subsistence, education, medical care or other care necessary for the child's health, morals or well-being, including any special care made necessary by the child's mental condition; or who, because of any omission of the child's parent(s), guardian or custodian, suffers physical or mental injury.

Search and Seizure

Students and their property are subject to search at any time - even daily - when it is believed to be necessary for the maintenance of the educational process; to protect the health, safety, or welfare of other students; or, whenever there are reasonable grounds for suspecting that such a search will turn up evidence that the student has violated or is violating the law, or the rules and regulations of the school.

School authorities may search the person or property, including vehicles, without the student's consent.

For safety purposes, students entering the building can be randomly searched by:

- Turning pockets inside out
- Emptying pockets
- Checking coat/jacket pockets
- Removing shoes
- Looking in book bags, backpacks, etc.
- Looking in/at anything a student brings into the building

Students who hide - either in a location or on their person - the property of another student so as to keep the property from being discovered are considered aiding and abetting and/or complicit. They may be subject to the same consequences.

Video Surveillance

Per Board policy adopted July 28, 2009:

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

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

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the Center to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the Center. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where person have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School Center's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after ten (10) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention

period if they are going to be utilized for training purposes if deemed necessary by the Superintendent.

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

FERPA 20 U.S.C. 1232g

34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986

18 U.S.C. 2510-2521

Student Dress Code

- No clothing or accessories that detract from or interfere with any phase of the educational program, environment, general morale, or general image of the school as determined at the discretion of the administration.
- No dresses, skirts, or shorts above the top of the knees.
- No midriff or stomach area revealing clothing.
- No sagging of pants. All pants must be pulled up to the student's waist. If belts are worn, they must be buckled.
- No spaghetti-strap tops, tank tops or basketball jerseys without a t-shirt worn underneath.
- No hats, scarves, bandannas, or other headgear will be worn in school.
- No bandanas worn on any parts of the body, i.e., tied around legs arms etc.
- No clothing depicting obscene or profane pictures, words, images, or song lyrics. Examples would be, but not limited to, guns, swords, blood, gore etc.
- No clothing depicting drug, alcohol or tobacco slogans or advertisements.
- No gauge jewelry for ears or other body piercings and/or modifications that disrupt the learning process, per discretion of building administration.

TRANSPORTATION

Student Transportation

Your child's home school district is responsible for providing district transportation for your child to and from school. The district determines pick-up/drop-off times & routes and is responsible for notifying you of the approximate time your son/daughter will be picked up in the morning. Since the bus is sometimes late, it is best to have him/her wait inside the front door until the bus arrives. If he/she is not going to ride the bus, please wave the bus driver on. If for any reason you do not want him/her to ride the bus home on certain days, we must have that information in writing to the school office. If you have any concerns with your child's transportation, contact your child's home school and speak with the transportation department.

If at dismissal or pick up it is determined that the student cannot be safely put on school transportation, the school will make attempts to contact the legal guardian as soon as possible to arrange other transportation. If no transportation arrangements can be made within a reasonable time period, the school will contact Mason City police department and /or Children's services. The school cannot continue to hold students after working school business hours. While the school makes every effort to keep students in school it is important to have a working contact number in case emergencies arise.

Behavior Expectations

Students are expected to follow the behavioral expectations expressed by their individual transportation provider. If a student behavior occurs on transportation, the home school district is responsible for the investigation of the incident. The Social Communication Classroom program will collaborate with the home school district as needed to ensure the safety of all students to school and home daily.

If a student is riding on WCESC transportation as part of a community outing, they are to follow the same behavioral expectations as they would in the classroom. Additional expectations may include but are not limited to: remaining seated and buckled, using an appropriate volume, keeping hands and feet to self, and following any directions from staff.

Limitations to Transportation

Students will not be transported during school hours by ESC employees in any vehicle to take a student to their home or any other requested location for the safety of all staff and students.

MISCELLANEOUS

School Meals

The food service provider for the Social Communication Classrooms at Western Row is Mason City Schools; You will be provided with a copy of the Lunch Calendar each month. Students are permitted to pack their lunch as well.

Students attending Social Communication satellite classrooms are provided lunch through the school district where the classroom is located.

With the exception of Lebanon Jr. High, dry breakfast items (i.e. granola bars, Pop Tarts, shelf stable fruit cups) are available for students that wish to eat breakfast at school. Breakfast is provided through Lebanon City Schools cafeteria for students attending the Lebanon Jr. High satellite classroom.

All meals will meet the National School Breakfast and/or Lunch meal pattern requirements. Menu planning will also strive to meet the latest nutrition recommendations in the *U.S. Dietary Guidelines for Americans*. Snacks served during the school day will be based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

Family Engagement Events

Family Engagement Events occur at least 4 times per school year (once per quarter). Invitations for the events are sent home with students, mailed home, and reminders will be sent home via Tec 911 to remind all families of upcoming events.

- Wednesday, October 11th 2023
- Wednesday, December 13th 2023
- Wednesday, March 6th 2024
- Wednesday, May 15th 2024

Parent & Classroom Visitors

WCESC Social Communication Program is committed to providing a safe school environment. For the safety of students & staff and to minimize disruptions in the classroom, we ask that all visitors, including parents, to obtain prior approval before visiting during the school day. If you would like to observe in a classroom, please make arrangements at least 3 days in advance by contacting the SCC Supervisor. All classroom visitors will be accompanied by a Social Communication Supervisor or other staff member.

APPENDIX

See attached Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion policy manual

Warren County ESC
Social Communication Program

Receipt/Review of School Handbook Acknowledgement Form

I/We have received and read the School Handbook. We agree to comply with all the policies and procedures as they are outlined in this document and will address any questions to the appropriate recipient.

Child's Name: _____

Parent/Guardian Name(s): _____

Parent/Guardian Signature(s): _____

_____ Date: _____

Please return signed form to your child's homeroom teacher by Friday, September 1st 2023