

Highland Community Learning  
Center 5120 Godown Road  
Columbus, OH 43220  
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## **Student Handbook**

### **Mission**

Highland Community Learning Center with Mettle Services provides validated and empirically based, quality services to students with autism spectrum disorders, emotional and behavioral disorders, and other academic challenges, to assist them in reaching their full potential as an individual.

### **Vision**

Highland Community Learning Center with Mettle Services aspires to be the leading organization serving autism spectrum disorders, emotional and behavioral disorders, and other academic challenges, enabling maximum success for the students and their families.

### **Values**

- Demonstrate unparalleled commitment to students that will allow them to reach their utmost potential;
- enhance the work experience for employees through a supportive and encouraging environment; and
- develop an enduring organization that will sustain an impact to our students and community for years to come.



Dear Parent/Guardian

During the school year we take photographs of school activities involving students to share the school's positive vibe and updates. By which, incidentally, some photographs may capture your child's participation directly or indirectly.

These photographs may be published through our schools websites or other websites related to our school, social media and other formats to promote the school and its program. With this we would like your consent to allow us to use images of your child to promote the school in a positive way.

If we can use your child's photograph/image please reply yes to this email or simply sign the bottom of the form and return.

I hereby allow my child's photograph/image to be used by HCLC to promote the school and activities Parent/Guardian Name\_Date

I do not allow HCLC to use my child's photograph/image to be used by to promote the school and activities Parent/Guardian Name Date

Student Name

Contact Information

## **GRADUATION STANDARDS AND POLICIES**

### **Graduation Requirements**

The following standards have been established by the State of Ohio Department of Education and the Highland Community Learning Center as minimum standards for graduation from Highland Community Learning Center. Progress reports are communicated every nine weeks.

A minimum of 20 credits which must include the following:

English 4 Credits (Must include. Eng. 9, 10, 11, & 12)

Mathematics 4 Credits (Must include. Algebra II)

Social Studies 3 Credits (Must include American History & Government, Class of 2021 needs World History)

Science 3 Credits (Must include 1 Biology & 1 Physical Science & 1 Advanced Science Course)

Health 1/2 Credit

Physical Education 1/2

Credit 5 Elective Courses

(Must receive 1 Credit in Fine Arts, and instruction in Economics/Financial Literacy)

And Meet One of the Following Two:

☐ **Ohio's State Tests**

- Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded they must earn a minimum of four points in math, four points in English and six points across science and social studies. ○
- **End of course exams are:**
  - Algebra I
  - Geometry
  - Biology
  - American History
  - American Government
  - English II
- **Performance Levels Graduation Points**
  - Advanced 5
  - Accelerated 4
  - Proficient 3
  - Basic 2
  - Limited 1
- **College and career readiness tests**
  - Students must earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11<sup>th</sup> grade students in the classes of 2018 and beyond to take either the ACT or SAT free of charge. The student’s district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next.
- **Seals**
  - Alternative pathway to graduation is students earning 2 state seals. The state of Ohio has created 12 diploma seals for students to demonstrate academic and technical skills for college, careers, the military, or other professions. Each seal allows students to establish knowledge and skills essential for future success in pathways beyond high schools. **Students must receive at least two seals, one of which must be state defined, in order to earn a diploma.**
  - **Seals:**
    - Ohio Means Jobs
    - Citizenship
    - College Readiness
    - Community Service
    - Biliteracy
    - Fine & performing Arts
    - Honors Diploma
    - Military Enlistment
    - Science
    - Student Engagement
    - Technology
    - CTE / Industry Recognized

## GRADING POLICIES

## **Grading Scale**

### **A. PERCENTAGES**

The following scale will be used to determine grades for all classes where percentages are used: 100% - 97% A+ 79% - 77% C+

96% - 93% A 76% - 73% C

92% - 90% A- 72% - 70% C

89% - 87% B+ 69% - 67% D+

86% - 83% B 66% - 63% D

82% - 80% B- 62% - 60% D

59% - 0% F

### **Credits**

All credit will be earned on a semester basis. To earn a semester's worth of credit for any course a student must pass the first or last nine weeks of the semester.

### **Incompletes and/or Make-Up Work**

#### **A. MAKE UP WORK**

When a student returns to school following an excused absence, the student will be permitted to make up the work covered during the absence. It is the student's responsibility to take the initiative and make arrangements for this. The student has the same number of school days missed, plus one, to make up his or her work as they were absent. This time period begins upon a student's return to school. Students who will miss class for any school sponsored field trip must make arrangements with teachers before leaving concerning the work that will be missed.

#### **B. INCOMPLETES**

Any student who receives an incomplete for a Nine Weeks Grade will have the appropriate time, as stated above, to finish the assigned work for that particular class. If the work is not made up in the appropriate time, then the student will receive a failing grade for that assignment, which will then be averaged with the other grades to determine the student's final grade.

## **STUDENT ABUSE AND NEGLECT**

The Highland Community Learning Center is concerned with the physical and mental well-being of the students and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every official and employee, who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting shall be required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The official and employee making the report shall also notify the appropriate administrator according to the Reporting Procedure for Student Abuse or Neglect.

The principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines and employees must report suspected abuse to public

children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds.

## POLICY ON TRUANCY AND ATTENDANCE

Daily attendance in school is essential to the educational process and academic success. Failure to demonstrate consistent attendance, can negatively impact the students learning and future success.

Responsibility for assuring that students attend school rests by statute with the student's parent or guardian. To assist parents in meeting this responsibility, Highland Community Learning Center administration will make a strong effort to prevent and remedy truancy in its early stages for students who are found to be truant. HCLC shall keep a record of every excused and unexcused absence of each student. If no report of absence or written excuse is received, the absence shall be deemed unexcused. When a student has not been properly excused by a parent, or school officials from school/class, he/she can be considered truant.

Consequences of excessive excused absenteeism will be determined at the discretion of the Director.

The law of the State of Ohio recognizes six reasons for absence from school:

- A personal illness or injury
- A family illness
- The quarantine of the home
- The death of a relative
- A religious holiday- these absences must be arranged in advance and be approved by the Director
- Emergencies- these must be considered by the Director to be a good and sufficient cause for

### Attendance / Truancy Policy –

- After 5 days of unexcused absences (no calls, etc), a **Mettle Staff** member will call the family to check on the student:
  - If staff are unable to reach parents, calls will be made daily up to day 10.
  - If staff are able to reach parents, the staff will determine the reasons for the absences and what if / any supports are needed.
- After 10 days:
  - If a parent was reached after 5 days, and their child is still not attending, **Mettle Staff** will call the parents and follow up on the situation, and determine the reasons and if help is needed.
  - If a parent still has not called the school or returned calls, the name will be sent

to administration. An **Administrator from HCLC or Mettle will call the parents.**

Consequences for extended truancy can include , but not limited to:

- Retained for the year.
- Failure to graduate on time.
- Termination of scholarship.
- Administrative withdrawal from school.

***Final decision on truancy will be at the discretion of the schools' Director.***

**Documentation:** Highland Community Learning Center has the right to request documentation of a legitimate excuse for an absence. If a student misses more than one day for an illness the administration may require a written statement from a physician or mental health professional documenting the illness and recommendation that the student not attend school. Written documentation may also be required for an absence to be excused for illness in the family, quarantine, medical/dental appointments, and college visits. If this documentation is not provided the absences will be recorded as unexcused absences and treated accordingly.

#### **A. Administrative and/or Medical Excuses**

The following reasons for absence, with proper documented evidence provided, will be considered to be Administrative and/or Medically Excused. The documented evidence (note, etc.) must be turned into the school office within three school days following the absence:

1. Personal illness requiring care from a physician
2. Critical illness in the family
3. Quarantine in the home
4. Observance of religious holidays
5. Death of a relative
6. Court appearance
7. Special circumstances with prior approval by the principal (this would include special situations such as family vacations etc.)

#### **B. PARENTAL EXCUSES**

Parents or legal guardians of a student may write a note stating the reason for the absence, which will excuse the student from school. This note must be turned into the office within three school days following the absence.

#### **C. UNEXCUSED ABSENCE**

Any absence without a proper excuse being turned into the school office within three school days after the absence. Credit for work missed during this time will not be granted.

#### **D. EMERGENCY ADMINISTRATIVE REMOVAL**

Any member of the Highland Community Learning Center Staff may remove any student from any class(es) if the student's continued presence interferes with the ability of the rest of the class to function in an orderly manner, or presents a danger to any other student. The decision of credit earned and/or make up work is left up to the discretion of the administrator in charge at the time.

#### **E. STUDENT WITHDRAWAL**

Highland Community Learning Center may decline service to students for egregious or dangerous

behavior. The behavior would include physical or repetitive verbal confrontation with any staff member, destruction of property, making threats of violence to staff or students, and any violation that requires expulsion by Ohio laws.

A student may withdraw for any reason from HCLC.

### **DRESS CODE**

All students attending Highland Community Learning Center must adhere to the following standards of dress, which are intended to promote a positive educational atmosphere.

1. All clothing, make-up, jewelry, and/or hair styles must not disrupt the educational atmosphere of the building.
2. All clothing shall be neat, clean, and well fitting.
3. Clothing must not contain any obscene or inappropriate symbols, advertisements, and/or language. Any reference to tobacco, alcohol, or other drugs, in any form, is not permitted.
4. Clothes may not have any torn or ripped seams. All shirts, skirts, dresses, or shorts may not contain any holes. Any holes in pants must be very small and be lower than the acceptable line for shorts.
5. Dark glasses may not be worn during the school day except under a written doctor's order.
6. Hats, hoods, or head coverings are not permitted to be worn during the school day.
7. No chains are permitted.
8. Shoes must be of the type that adheres to the heel of the foot. No "flip-flop" types of sandals are permitted.
9. Jackets and/or coats are not permitted to be worn to "cover up" otherwise inappropriate dress.
10. All shirts must cover the entire midriff area and complete top of pants and/or skirt when standing, sitting, or walking. In addition, the shoulder area of the shirt must cover at least three inches off the shoulder.
11. The neckline of all tops must be cut in a manner that insures modesty.
12. Pants must extend below the knee and be worn around the waist.
13. Shorts are permitted during Aug., Sept., Oct., Apr., May, and June. All shorts must be loose fitting with no slits, holes, tears, patches, or frayed ends. Shorts must be a reasonable length to ensure modesty. As a general rule, shorts should extend below their knuckles when they are standing erect with their arms at their sides.
14. Skirts and/or dresses must be of a reasonable length and fit to ensure modesty and must also adhere to all other dress code regulations.

Any student found in violation of the dress code will be sent to the office and not permitted to attend classes until suitable changes have been made. Any classes missed will be considered as an unexcused absence. Students will not be permitted to leave the school building but rather will have to make arrangements for proper clothing to be brought to school. The interpretation and enforcement of the dress code will be at the sole discretion of the building administrator(s). Any situation not covered will also be at the sole discretion of the building administrator(s).

**INSUBORDINATION** - A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is under the authority of school personnel.

**DISRESPECT** - Mutual respect between students and teachers and students toward student is a key element for successful communication. Students need to keep in mind that negative comments and rudeness are not behaviors to be tolerated. Due to this, a student shall not demonstrate by overt action any disrespect or intimidation toward school personnel and other students.

**PROFANITY** - Students shall not use any profane or offensive language anywhere on school

property or while attending any school functions. This includes bringing or using any offensive written or auditory materials.

**ELECTRONIC DEVICES, ETC** - unapproved cellular phones, smart watches, laptop, video games, any digital device, etc. are not permitted to be turned on or used during normal school hours. Students who need to have a cell phone need to keep them in their book bags, purses, or some other location out of sight.”

**CHEATING** - Any student caught cheating, as defined by the classroom teacher, will fail the assignment with the first offense. Any subsequent offense in the same year will result in failure for the grading period. The teacher must have a conference with the student and parent when a student is caught cheating. The teacher will make every effort to contact the parent before the end of the next school day.

**SOCIAL MEDIA** – Is not to be used or accessed during school hours unless the student is given explicit permission to use it for educational purposes. Student's refusal to comply with this may lose their access to electronic devices during school hours/functions. Any issues occurring on social media outside of school is not under school jurisdiction and should be directed to the proper authorities when parents deem it necessary.

**STUDENT SEARCH** - Upon authorization of the principal, a student may be searched. Authorization is only given if there is reasonable suspicion that the student is carrying items which may be in violation of school rules or criminal acts.

### **Assault**

A student shall not behave in such a way that could threaten to cause physical injury to another person. A student shall not assemble to observe or encourage an assault nor inhibit school personnel from intervening when an assault occurs.

### **Gang Activity Policy**

Students are prohibited from engaging in gang activities while at School, on School property, or at a School related function or sponsored event.

The term “gang” is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the endorsement of or participation in one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term “gang activity” is defined as any conduct engaged in by a student: 1. on behalf of a gang; 2. to perpetuate the existence of any gang; 3. to effect the common purpose and design of any gang; or 4. to represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function. These activities include: recruiting students for membership in any gang and threatening or intimidating other Students or Staff against his/her/their will to promote the common purpose and design of any gang.

Any violation of this policy is grounds for either suspension or expulsion from the



## **School Policy on Alcohol, Prescription, Over-the-Counter and Illegal Drug Use**

Consumption of alcoholic beverages by anyone under the age of twenty-one (21) is illegal in the State of Ohio. Abuse or misuse of prescription and over-the-counter medications is illegal. Prescription medications taken during the school day are to be dispensed by staff members designated by school administration. The use of illegal drugs is, obviously, illegal. Additionally, any student using, possessing, distributing, trading for, or selling alcohol, prescription drugs, over-the-counter medications and/or illegal drugs may be subject to the following consequences:

- Immediate removal from school activities.
- A mandatory meeting with the student's parent/guardian;
- Alcohol and/or Drug Assessment completed by a professional agency at the student's or family's expense prior to returning to school with a follow up meeting to discuss the
- results with student, parent/guardian and an administrator
- Referral to local law enforcement agencies;
- Suspension from Highland Community Learning Center;
- Expulsion from Highland Community Learning Center.

## **Policy on Plagiarism and Cheating**

Cheating on academic and experiential work and plagiarism of any kind is inconsistent with the objectives of The Highland Community Learning Center and, in some instances, plagiarism is a violation of the law.

**Plagiarism Defined:** The Highland Community Learning Center defines plagiarism broadly to include the stealing and/or passing off of the ideas, words and works of another as one's own. Plagiarism can take many forms including, but not limited to: The words or ideas of another taken from a variety of sources including, books, magazines, the Internet, newspapers, interviews, television programs and other sources combined with the attempt to use these words or ideas in any format without documenting their source. Whenever in doubt about the origin of thoughts, ideas, words, phrases, or works, students should cite the source for the material rather than run the risk of engaging in plagiarism.

### **Consequences:**

Students who are caught cheating on evaluative tools will be deemed to have earned no credit for the specific piece of work and will forfeit the right to an alternative evaluation. Consequences for students who engage in plagiarism can range from earning no credit on the specific academic assignment to earning no academic credit for the class in which the plagiarism took place. The determination of the sanction for an act of plagiarism begins with the classroom teacher and progresses to the discretion of the

Administration when the behavior is chronic or credit for the course is in question. Behaviors associated with this category may result in suspension or expulsion from Highland Community Learning Center.

## **Policy on Smoking and Tobacco Use**

Smoking or any other method of tobacco use by anyone under the age of eighteen (18) is illegal in the State of Ohio. Additionally, smoking at or within sight of Highland Community Learning Center is prohibited regardless of age, and can result in the following consequences:

- Immediate removal from school activities;
- Immediate contact of the student's parent/guardian;
- A mandatory meeting with the student's parent/guardian;
- Referral to local law enforcement agencies;
- Suspension from Highland Community Learning Center;
- Expulsion from Highland Community Learning Center.

### **Policy on Theft and Stealing**

Theft and stealing of personal property of students, staff, or faculty and/or theft of school property violates the law and undermines Highland Community Learning Center. Consequences for students who steal include removal, suspension and expulsion from Highland Community Learning Center. Where appropriate, Highland Community Learning Center will provide information to the Police Department and will support prosecution of individuals engaging in illegal activity including theft and stealing. Behaviors associated with this category may result in suspension or expulsion from Highland Community Learning Center.

### **Weapons Policy**

No student shall possess, use, or deliver a weapon on school property or at any school activity whether or not on school property. Weapons include but are not limited to the following: firearms, daggers, swords, knives, and any other cutting or stabbing instruments, explosive devices, mace, and electrical mechanical devices. It is a violation of federal law for a firearm to be in a vehicle on, or in the proximate vicinity of school property.

Incidents of students possessing weapons will be reported to the student's parents and to the appropriate law enforcement agency. Disciplinary and/or legal action will be taken against students who possess weapons and with students who assist in the possession in any way.

Students bringing weapons to school or in possession of a weapon at school or any school activity or event may be expelled as a result of the seriousness of the infraction.

### **Policy on Vandalism and other Damage to School and Personal Property**

Vandalism and damage to school property and personal property of students, faculty and staff is inconsistent with the objectives of The Highland Community Learning Center and, in most instances, a violation of the law. Consequences for students who engage in this activity include removal, suspension and expulsion from The Highland Community Learning Center. Where appropriate, The Highland Community Learning Center will provide information to the Police Department and will support prosecution of individuals engaging in illegal activity including vandalism and damage to school and personal property. Behaviors associated with this category may result in suspension or expulsion from The Highland Community Learning Center.

### **SUSPENSION AND EXPULSION:**

The Director may expel a student for any of the following reasons.

These include, but are not limited to:

1. Possession, use of or transmission of a weapon including, but not limited to a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a

serious breach of conduct including, but not limited to, an assault on school personnel or on another Student, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.

5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.

Prior to expulsion, the student has the right to a fair hearing.

Suspension offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds or possession of tobacco products.
3. Being under the influence or possession of alcoholic beverages on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance or possession of products such as lighters.
6. Harassment of students, faculty, staff, parents, substitutes or visitors and/or insubordination
7. Repetitive disruptive behavior
8. Rude or vulgar language, gestures, pictures or actions.
9. Not abiding to state and school rules during State Testing
10. Actions deemed to be unsafe or containing the potential to disrupt the educational setting at Highland Community Learning Center.

## **TRANSPORTATION**

### **Student transportation management policies**

Student transportation management policies should be developed cooperatively by administrators and transportation personnel. Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include:

- A. The school bus, car, or van driver's authority and/or responsibility to maintain control of the Students.
- B. The Student's right to "due process" as provided for by the policies and procedures of the educating agency.
- C. Student management and safety instruction policies shall include the following:
  - a. Students must go directly to an available or assigned seat so the bus, van or car may safely resume motion.
  - b. Students must remain seated keeping aisles and exits clear.
  - c. Students must observe classroom conduct and obey the driver promptly and respectfully.
  - d. Students must not use profane language.
  - e. Students must refrain from eating and drinking on the bus except as required for medical reasons.
  - f. Students must not use tobacco on the bus, van, or car.
  - g. Students must not have alcohol or drugs in their possession on the bus, van or car except for prescription medication required for a student.
  - h. Students must not throw or pass objects on, from or into the bus, van or car.
  - i. Students may carry on the bus, van, or car only objects that can be held in their laps.
  - j. Students must leave or board the bus, van, or car at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
  - k. Students must not put head or arms out of the bus, van or car windows.

### **Other Van, Car, or Bus BEHAVIOR**

It is in the intent of the Board of Education that Students be transported as efficiently and safely as

possible. The following rules will help accomplish this purpose:

1. While riding the school van, bus, or car students are directly responsible to the driver and shall adhere to the request of the driver. The driver has complete authority on a van, car, or bus.
2. Students shall meet the van, car, or bus promptly at the assigned stop.
3. Drivers may assign seats to van, car, or bus students.
4. Normal discussion is permitted while riding. However, Students are not permitted to engage in rowdiness. They are not to throw articles, have arms out of windows, yell at persons outside the van, car, or bus, or use loud or indecent language. They are not to take belongings of others and/or cause annoyance or discomfort to other Students on the van, bus, or car.
5. Eating of food, including chewing gum, is not permitted while riding the van, car, or bus. Students shall refrain from littering the floor with paper or other items, or from causing damage to the van, car, or bus by writing or otherwise marking or tearing of seats or other surfaces.
6. No Student shall be permitted to disembark from the van, car or bus at a place other than the normal stop.
7. Students must remain in their seats, wearing their seats belts (vans and cars), at all times until they arrive at their destination and vehicles have come to a complete stop.
8. Continuing disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by the van, car, or bus to school.

### **Suspension, expulsion, or immediate removal from bus**

1. The administrative staff is authorized to suspend or remove students from school bus riding privileges.
2. Immediate removal of a student from transportation is authorized. Both the student and the parent of the student immediately removed from transportation must be given notice before the scheduled time of the student's pick up. The notice shall also include the reason for removal. Immediate removal is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus, van, or car. Length of time removed from ridership shall be in accordance with policies of the educational setting.
3. School bus, van, or car drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion.

Highland Community Learning Center

Allergy Policy

June 2021

## **CHILDREN WITH LIFE-THREATENING ALLERGIES**

### **General Information about Allergies**

The first two pages of this guide are intended to give the reader general information about allergies, the importance of prevention and general considerations when planning for children with life-threatening allergies.

Common causes of life-threatening allergies may include food allergies, bee or insect stings, as well as medicine and latex.

Allergic reactions to natural latex rubber frequently have been reported, particularly in children with chronic conditions, such as spina bifida, and urological anomalies.

### **Bee Sting Allergy Facts**

While pain, redness, swelling, and itching commonly occur after a sting from a venomous insect, only a limited portion of the population is truly allergic or hypersensitive to bee or wasp stings. Stinging insects are limited to the order Hymenoptera, which includes wasps, bees, yellow jackets, and hornets. Remove the stinger as quickly as possible, because venom continues to enter the skin from the stinger for forty- five (45) to sixty (60) seconds following a sting. If removed within fifteen (15) seconds of the sting, the severity of the sting is reduced. A stinger should be scraped away with the edge of a credit card or similar object; it should never be squeezed or removed with tweezers as this can inject more venom from the sac.

Symptoms can begin immediately following the sting or up to thirty (30) minutes later and might last for hours. Anaphylaxis is a rapidly progressive life-threatening reaction and medical emergency that can occur when individuals with venom allergy are stung.

### **Food Allergy Facts**

Forty to fifty percent of those persons with a diagnosed food allergy are judged to have a high risk of anaphylaxis (a life threatening allergic reaction). Food allergy reactions have the possibility of developing into a life threatening and potentially fatal anaphylactic reaction. A life threatening reaction can occur within minutes after exposure to the allergen.

Allergic reactions to food vary among students and can range from mild to severe life threatening anaphylactic reactions. Prior reaction severity does not indicate future risk as reactions can progress over time. Some students, who are very sensitive, may react to just touching or inhaling the allergen but this rarely results in a life-threatening anaphylactic reaction, which almost always requires ingestion. The severity of a reaction is not predictable. However, the student with an undiagnosed food allergy may experience his/her first food allergy reaction at school. Eight foods account for 90% of total food allergies

Peanut Tree nut

Milk Egg

Soy Wheat

Fish Shellfish

Many students with food allergies who have experienced a life threatening (anaphylactic) reaction may be aware of their own mortality. The emotional, as well as the physical, needs of the child must be respected. Children with food allergies are at-risk for eating disorders or teasing or bullying.

### **Anaphylaxis**

Anaphylaxis is a potentially life threatening medical condition occurring in allergic individuals after exposure to their specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock that are potentially fatal.

#### **A. Recognizing Signs of Anaphylaxis**

- Flushing and/or swelling of the face
- Itching and/or swelling of the lips, tongue or mouth

- Itching and/or sense of tightness in the throat or chest, hoarseness, difficulty breathing and/or swallowing
- Hives, itchy rash and/or swelling about the face, body or extremities
- Nausea, abdominal cramps, vomiting
- Shortness of breath, repetitive coughing and/or wheezing
- Faint, rapid pulse, low blood pressure
- Lightheadedness, feeling faint, collapse
- Distress, anxiety and a sense of dread
- Tingling in hands, feet, lips or scalp

B. How a Child Might Describe a Reaction (Food Allergy News, Vol. 13, No 2  
©The Food Allergy & Anaphylaxis Network)

- This food is too spicy
- My tongue is hot (or burning)
- It feels like something is poking my tongue
- My tongue (or mouth) is tingling (or burning)
- My tongue (or mouth) itches
- It (my tongue) feels like there is hair on it
- My mouth feels funny
- There's a frog in my throat
- There's something stuck in my throat
- My tongue feels full (or heavy)
- My lips feel tight
- It feels like there are bugs in there (to describe itchy ears)
- It (my throat) feels thick
- It feels like a bump is on the back of my tongue (throat)
- My throat hurts

Anaphylaxis typically occurs either immediately or up to 1-3 hours following allergen exposure. Anaphylaxis can be successfully treated with the administration of epinephrine, a prescribed medication that immediately counteracts the life threatening symptoms. Epinephrine is administered by an injection that is easily administered.

In about one third of anaphylactic reactions, the initial symptoms are followed by a late phase of symptoms two to four hours later. It is imperative that following the administration of epinephrine, the student be transported by emergency medical services to the nearest hospital department even if the symptoms appear to have been resolved. When in doubt, medical advice indicates that it is better to give the student's prescribed epinephrine and seek medical attention. Risk from administration of epinephrine at a dose available in prefilled auto-injectors is minimal and benefit is great; thus, when in doubt epinephrine should be administered.

### **Individual Health Care Plan**

An Individual Health Care Plan puts in writing what the school can do to accommodate the individual needs of a child with a life threatening allergy. Prior to initial entry into school (or immediately after the diagnosis of a life threatening allergic condition), the parent/guardian should meet with the building principal or admissions coordinator to develop an Individualized Health Care Plan. This plan details the preventative steps a school will take to help protect a student with life threatening allergies.

The Individual Health Care Plan details specifically what steps staff must take in the event

of an emergency.

Sections 504 procedures must be followed to identify and provide accommodations or services for students' eligible under Section 504. Any 504 plan should be reviewed annually.

### **Importance of Prevention**

Protecting a student from exposure to offending allergens is the most important way to prevent life threatening anaphylaxis. Most anaphylactic reactions occur when a child is accidentally exposed to a substance to which s/he is allergic, such as foods, medicines, insects, and latex. Avoidance is the key to preventing a reaction.

School is a setting in which accidental ingestion of a food allergen can occur, due to such factors as the large number of students, potential increased exposure of the food allergic student to food allergens, as well as potential cross-contamination of tables, desks, and other surfaces. Other risk areas and activities for the student with food allergies include:

- A. The cafeteria
- B. Food sharing
- C. Hidden ingredients
- D. Craft, art and science projects
- E. Bus transportation
- F. Fundraisers
- G. Bake sales
- H. Parties and holiday celebrations
- I. Keyboards
- J. Field trips
- K. Before and after school hours school sponsored events (dances, after school clubs and sports)
- L. Substitute teaching staff being unaware of the allergic student

Ingestion of the food allergen is the principal route of exposure; however, it is possible for a student to react to tactile (touch) exposure or, in rare cases, inhalation exposure. The amount of food needed to trigger a reaction depends on multiple variables but cross contamination with shared utensils or food preparation equipment may be enough exposure to cause a reaction. Each food allergic person's level of sensitivity may fluctuate over time. The symptoms of a food allergy reaction are specific to each individual. S/He should be medically evaluated and information provided to the school district regarding the individual student from the medical provider.

As required for an individual student, district procedures shall be in place at school to address allergy issues in the following risk areas: classrooms and physical education, food service/cafeteria, for art, science, and mathematics, projects, crafts, outdoor activity areas, school buses, field trips, and before and after-school activities.

### **GENERAL GUIDELINES**

This next section serves as a guide to outline the range of responsibilities staff can have concerning a child with a life threatening allergy. Note that each child's team ultimately

determines the responsibilities of individual staff members. This guide will help teams determine which accommodations are necessary for a given child.

Epinephrine by auto-injector should be readily accessible and reasonably secure at all times during school hours. It may be carried by the student if appropriate in compliance with Ohio Revised Code 3313.718. To promote rapid life-saving steps, emergency medication should be in a safe, accessible and reasonably secure location that can be properly supervised by a school nurse or other authorized and trained staff members. Key staff members, such as the teacher, principal and cafeteria staff, should know where the auto-injector is stored even if they are not trained to administer it. All staff trained in use of epinephrine should know exactly where it is located. Identification of the place where the epinephrine is stored should be written in the student's health care plan. When epinephrine is administered, there shall be immediate notification of the local emergency response services system (911), followed by notification of the school nurse, principal and / or director and student's parents.

Students are not carry their medication on their person. All medication should be locked up in the office. A list of staff trained in medication administration and use of epi pen will be kept.

The school system shall maintain a list of those school personnel authorized and trained to administer epinephrine by auto-injector.

### **Guidelines for Students with Life-Threatening Allergies**

The long-term goal is for the student with life threatening allergies to be independent in the prevention, care, and management of their allergies and reactions based on their developmental level. To this end students with life-threatening allergies are asked to follow these guidelines.

- It is important NOT to trade or share foods.
- Wash hands with soap and water before and after eating. Hand sanitizers are not a substitute for proper hand washing with soap and water and will not remove food allergens.
- Learn to recognize symptoms of an allergic reaction and notify an adult immediately if a reaction is suspected.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Develop a relationship with the building nurse and at least one other trusted adult in the school to assist in identifying issues related to the management of the allergy in school.
- Do not eat anything with unknown ingredients or ingredients known to contain an allergen.
- Develop a habit of always reading ingredients before eating food.
- Don't provoke a known nest or hive for stinging insects.
- Never board the bus if you are experiencing any symptoms of an allergic reaction.
- If medically necessary, the student is responsible for carrying medication(s). If a Medic Alert bracelet is provided by the parent, the child is responsible for wearing the ID at all times.
- Advocate in situations that the student might perceive as compromising their health.

### **Guidelines for Parents/Guardians**



Parents/guardians are asked to assist the school in the prevention, care and management of their child's allergies and reactions. Additionally, parents are encouraged to foster independence on the part of their child, based on her/his developmental level. To achieve this goal, parents are asked to follow these guidelines.

A. Inform the building nurse in writing of your child's allergies prior to the opening of school (or immediately after a diagnosis) and request a meeting with the school nurse to develop an Individual Health Care Plan/ & Allergy Action Plan be scheduled. Provide if appropriate:

- Medication orders from the licensed provider included on a written allergy treatment plan with specifications for what treatment should be given according to symptoms that may occur during an allergic reaction. Ohio Revised Code 3313.718, 3313.713, and the school district's drug policy requirements must be followed.
- Up-to-date epinephrine injector and other necessary medication(s)
- Annual updates on your child's allergy status including a description of student's past allergic reactions, including triggers and warning signs
- A current picture of your child, for the IHCP, for use in the school and bus. Picture will be provided by the school photographer.
- If the child carries medication, periodically check for expiration dates and replace medication as needed

B. Participate in developing an Individual Health Care Plan, which includes an Allergy Action Plan, with the building nurse.

C. Notify supervisors of before and after school activities regarding your child's allergy and provide necessary medication.

D. May introduce your child to the cafeteria staff to explain your child's allergy.

E. The school will not exclude an allergic student from a field trip due to an allergy, unless medically necessary to do so.

## **Food at School**

A. If needed, help provide input on an "allergy-free" eating area in the cafeteria. B.

Provide safe classroom snacks for your own child.

It is important that children take increased responsibility for their allergies as they grow older and as they become developmentally ready. Consider teaching your child to:

A. Understand the seriousness and recognize the first symptoms of an allergic/anaphylactic reaction and notify an adult immediately.

B. Carry his/her own epinephrine injector when appropriate (or know where the epinephrine injector is kept), and be trained in how to administer her/his own epinephrine injector, when this is an age- appropriate task. Ohio Revised Code 3313.718, 3313.713, and the applicable school district policy requirements must be followed.

C. Recognize safe and unsafe foods and do not share snacks, lunches, or

drinks. D. Encourage the habit of reading ingredient labels before eating food.

E. Understand the importance of hand washing before and after eating.

F. Report teasing, bullying, and threats to an adult authority.

G. Inform others of your allergy and specific needs.

### **Guidelines for School Administration**

As required by a student health care plan/~~504~~, a school team should be established to adequately prevent, recognize and respond to allergic reactions. Administrators are asked to assist the school team in the prevention, care and management of children with allergies and reactions, using the Individual Health Care Plan/~~504 plan~~.

A. Offer training and education for staff regarding:

- Food allergies, insect stings, medications, latex, etc.
- How to read food labels.

- How to recognize symptoms of anaphylaxis.
- Emergency and Risk reduction procedures including having periodic anaphylaxis training. This training should be a practice in the procedures that would be carried out if there were an anaphylactic emergency. The training may include but is not limited to: who helps the student, who retrieves the epinephrine injector or administers it, who calls 911, and who direct the paramedics to the child.
- How to administer an epinephrine injector for an emergency. Optimally, training will include hands on practice with an epinephrine training device(s).
- Special training for food service personnel and lunch/recess monitors.

B. If necessary, arrange for an allergy free table in the lunchroom and/or provide an allergen free lunch substitute.

C. Have the custodian wash doorknobs, tables, desks, and other potentially contaminated surfaces when cleaning the classroom, as needed.

D. Plan for student transitions each spring for the next school year.

E. Educators are encouraged to foster independence on the part of children, based on her/his development level.

#### **Guidelines for the Classroom Teacher**

Since Highland Community Learning Center does have a school nurses on site, the teachers are ultimately the students' first line of defense. Teachers are asked to assist the school team in the preventative care and management of children with allergies and reactions. Educators are encouraged to foster independence on the part of children, based on their developmental level. To achieve this goal, teachers are asked to consider these guidelines as they work with their team to develop an Individual Health Care Plan for a student with a life-threatening allergy.

A. Prior to the start of school, teachers will receive the Individual Health Care Plan of any student(s) in the classroom with life-threatening allergies.

B. Participate, as needed, in any team meetings for the student with life-threatening allergies and in- service training.

C.Keep accessible the student's Individual Health Care Plan with photos in the classroom.

D. In the event of an allergic reaction the Individual Health Care Plan should be activated. Be sure both student teacher and classroom aides are informed of the student's allergies and care management.

E. Parents may request that the teacher notify parents in the class that there is a child in the class with a life-threatening food allergy.

F. Reinforce school guidelines on bullying and teasing to avoid stigmatizing, or harassing students with food allergies.

G.When possible, inform parents of the allergic child in advance of any in class special events where an allergen may be present.

H. Never question or hesitate to immediately initiate the Individual Health Care Plan if a student reports signs of an allergic reaction.

I. Students with severe allergies should not be sent home on the bus if they report any symptoms of an allergic reaction, no matter how "minor".

J. Have students wash hands if they come in contact with an allergen.

K. Sharing or trading food in the classroom should be prohibited.

### **Snacks/Lunch Time**

A. If contamination from foods is suspected, have the students clean the desks with a fresh paper towel and soap for every desk (to avoid cross-contamination).

B. Encourage hand washing before and after eating. Hand sanitizers do not effectively remove food allergens.

C.A parent or guardian of a student with food allergies is responsible for providing classroom snacks for his/her own child. These snacks should be kept in a separate snack box or chest.

### **Classroom Activities**

A. Consider the presence of allergenic foods in classroom activities (e.g., arts and crafts, science projects, and celebrations, or other projects). Modify class materials as needed.

B. If a food event has been held in an allergic child's classroom(s), the tables and chairs need to be disinfected by school staff .

C. Try not to isolate or exclude a child because of allergies (e.g. using candy as part of a math lesson).

D. Encourage the use of stickers, pencils, or other non-food items as rewards instead of food.

E. If an animal is invited to the classroom, special attention must be paid to other allergies children may have (e.g. dander) and to the animal's food (peanuts, soy milk).

F. For birthday parties, encourage non-food treats.

### **Field Trips**

A. Consider the student when planning a field trip due to a risk of allergen exposure. Field trips should be chosen carefully; no student should be excluded from a field trip due to risk of allergen exposure, unless medically necessary.

B. Collaborate with the building principal or admissions coordinator prior to planning a field trip. Ensure Benadryl, epinephrine injector and Allergy Action Plan are taken on field trips with trained personnel.

C. Consider eating situations on field trips and plan for prevention of exposure to the student's life-threatening foods.

D. Invite parents of student(s) at risk for anaphylaxis to accompany their child on school trips, in addition to the chaperone(s). However, the parent's presence at a field trip is not required.

E. Notify parents if special meals are needed before the field trip.

F. Keep allergic children's meals separate to avoid cross-contamination.

G.Encourage hand washing before and after meals.

H.A cell phone or other communication device must be available on the field trip for emergency calls.

## **TRANSPORTATION DEPARTMENT GUIDELINES**

Parents are strongly encouraged to share any pertinent information with transportation personnel that will allow the best service to students.

Highland Community Learning Center may provide annual training for school bus drivers on managing life- threatening allergies and this training shall be completed through the yearly Public School Works online training. Training will include emergency medication administration.

A. A student who is suspected of or has been confirmed to be having an active allergic reaction should never be allowed to board the bus. In this case, the driver should notify transportation of the situation. If the incident is during a field trip, the driver should notify a trip chaperone immediately.

B. School bus drivers shall adhere to the school bus policy of no food eating allowed on school buses.

C.All school bus drivers are to either have a cell phone available, be able to contact transportation via the two-way radio, or have someone call 911 for them when an allergic reaction is suspected.

D.School bus drivers shall review the Individual Health Care plan of the student with life threatening allergies.

## **SAFETY INFORMATION and POLICIES**

### **A. ACCIDENTS**

Students who are injured at school should report the injury to the adult supervising the activity. The teacher should then report the injury to the office. The accident report form will be kept on file in the high school office and the administration building for one year.

### **B. MEDICATION REGULATIONS**

In order to protect our school personnel and the students receiving medication, the Highlands Community Learning Center has adopted a policy regarding this matter. To comply with policy the following guidelines will be used:

All prescription drugs (including inhalers), over-the-counter drugs, and oral medication (excluding analgesics, antacids, and cough drops) to be given by school personnel to a student will be given only if written instructions signed by parent and physician are on file in the school office. Forms are

available in the office upon request. This form will include:

- A. Child's Name
- B. Name of medication
- C. Purpose of medication
- D. Time to be administered
- E. Dosage
- F. Possible side effects
- G. Termination date for administering the medication

Medication will NOT be given without a signed request from the parent and the physician. Parents must assume responsibility for informing the principal or office of any change in the child's health or change in medication.

Analgesics will be given with a parent's signature only. ASPIRIN WILL NOT BE GIVEN UNDER ANY CIRCUMSTANCES BECAUSE OF THE DANGER OF RYE'S SYNDROME.

All medications to be administered during school hours must be brought to the school office by the student/parent immediately upon the arrival to school. Failure to comply may result in enforcement under the drug policy cited under the "Serious Misconduct Conduct"

**C. Toileting / potty training - Students attending our school must:**

- Children must wear traditional underwear to school, not pull-ups or other absorbent undergarments.
- Children must be able to independently recognize the need to use the toilet, and get to the toilet in a timely manner without having "potty accidents."
- Children must be able to get on and off the toilet without assistance from an adult. • Children must be able to use the toilet provided by HCLC without the help of a potty chair or training seat.
- Children must be able to pull pants up and down on their own.

**D. Lice -**

- Students that are found to have lice will be sent home immediately
- They can return after their hair is treated

**RECORDS RETENTION AND DISPOSAL POLICY**

The orderly acquisition, storage, and retention of school district records is essential for the overall efficient and effective operation of Highland Community Learning Center. All school related records, in accordance with the attached *General Records Retention Schedule*, as recommended by the State of Ohio, will be stored on -site at the school in secure location(s) as deemed appropriate by the school Administrator. This policy applies to all physical records generated in the course of the School's daily operations, including original documents and reproductions, as well as electronic documents. Electronic documents include but are not limited to: email, web based files, Pdf documents, text files, and other files formatted from electronic programs used in the operation of the school.

On an annual basis, the school Administrator will provide a detailed list of records to be disposed of and the means of disposal in accordance with the *General Records Retention Schedule*.

No records will be knowingly destroyed which pertain to any pending case, claim, action, or request.

## **PROCEDURE**

School records will be disposed of in a manner in which non-public information is protected according to applicable privacy laws. The process for disposal may include shredding and/or disposal with a secure records document disposal company.

## **CONFIDENTIALITY**

Highland Community Learning Center has adopted the following policy on confidentiality.

(A) No person shall release, or permit access to the directory information concerning any students attending a public school to any person or group for use in a profit-making plan or activity. Notwithstanding division (B) (4) of section 149.43 of the Revised Code, a person may require disclosure of the requestor's identity or the intended use of the directory information concerning any students attending a public school to ascertain whether the directory information is for use in a profit making plan or activity.

(B) No person shall release, or permit access to, personally identifiable information other than directory information concerning any student attending a public school, for purposes other than those identified in division (C), (E), (G), or (H) of this section, without the written consent of the parent, guardian, or custodian of each such student who is less than eighteen years of age, or without the written consent of each such student of age or older.

(1) For purposes of this section, "directory information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received.

(2) (a) Except as provided in division (B) (2) (b) of this section, no school district board of education shall impose

(3) parent, guardian, or custodian of each such student who is less than eighteen years of age, or without the written consent of each such student who is eighteen years of age or older.

(4) (1) For purposes of this section, "directory information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received.

(5) (a) Except as provided in division (6)(Z)(b) of this section, no school district board of education shall impose any restriction on the presentation of directory information that it has designated as subject to release in accordance with the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232q, as amended, to representatives of the armed forces, business, industry, charitable institutions, other employers, and institutions of higher education unless such restriction is



uniformly imposed on each of these types of representatives, except that if a student eighteen years of age or older or a student's parent, guardian, or custodian has informed the board that any or all such information should not be released without such person's prior written consent, the board shall not release that information without such person's prior written consent.

(6) (b) The names and addresses of students in grades ten through twelve shall be released to a recruiting officer for any branch of the United States armed forces who requests such

information, except that such data shall not be released if the student or student's parent,

guardian, or custodian submits to the board a written request not to release such data. Any data received by a recruiting officer shall be used solely for the purpose of providing information to students regarding military service and shall not be released to any person other than individuals within the recruiting services of the armed forces.

(7) (3) Except for directory information and except as provided in division (E), (G), or (H) of this

section, information covered by this section that is released shall only be transferred to a third or subsequent party on the condition that such party will not permit any other party to have access to such information without written consent of the parent, guardian, or custodian, or of the student who is eighteen years of age or older.

(8) (4) Except as otherwise provided in this section, any parent of a student may give the written parental consent required under this section. Where parents are separated or divorced, the written parental consent required under this section may be obtained from either parent, subject to any agreement between such parents or court order governing the rights of such parents. In the case of a student whose legal guardian is in an institution, a person independent of the institution who has no other conflicting interests in the case shall be appointed by the board of education of the school district in which the institution is located to give the written parental consent required under this section.

(9) (a) A parent of a student who is not the student's residential parent, upon request, shall be permitted access to any records or information concerning the student under the same terms and conditions under which access to the records or information is available to the residential parent of that student, provided that the access of the parent who is not the residential parent is subject to any agreement between the parents, to division (F) of this section, and, to the extent described in division (B)(5)(b) of this section, is subject to any court order issued pursuant to section [3109.051](#) of the Revised Code and any other court order governing the rights of the parents.

(10) (b) If the residential parent of a student has presented the keeper of a record or information that is related to the student with a copy of an order issued under division (H)(I) of section [3109.051](#) of the Revised Code that limits the terms and conditions under which the parent who is not the residential parent of the student is to have access to records and information pertaining to the student or with a copy of any other court order governing the rights of the parents that so limits those terms and conditions, and if the order pertains to the record or information in question, the keeper of the record or information shall provide access to the parent who is not the residential parent only to the extent authorized in the order. If the residential parent has presented the keeper of the record or information with such an order, the keeper of the record shall permit the parent who is not the residential parent to have access to the record or information only in accordance with the most recent such order that has been presented to the keeper by the residential parent or the parent who

is not the residential parent.

(11) (C) Nothing in this section shall limit the administrative use of public school records by a person acting exclusively in the person's capacity as an employee of a board of education or of the state or any of its political subdivisions, any court, or the federal government, and nothing in this section shall prevent the transfer of a student's record to an educational institution for a legitimate educational purpose. However, except as provided in this section, public school records shall not be released or made available for any other purpose. Fingerprints, photographs, or records obtained pursuant to section [3313.96](#) or [3319.322](#) of the Revised Code, or pursuant to division (E) of this section, or any medical, psychological, guidance, counseling, or other information that is derived from the use of the fingerprints, photographs, or records, shall not be admissible as evidence against the minor who is the subject of the fingerprints, photographs, or records in any proceeding in any court. The provisions of this division regarding the administrative use of records by an employee of the state or any of its political subdivisions or of a court or the federal government shall be applicable only when the use of the information is required by a state statute adopted before November 19, 1974, or by federal law.

(12) (D) A board of education may require, subject to division (E) of this section, a person seeking to obtain copies of public school records to pay the cost of reproduction and, in the case of data released under division (B)(2)(b) of this section, to pay for any mailing costs, which payment shall not exceed the actual cost to the school.

(13) (E) A principal or chief administrative officer of a public school, or any employee of a public school who is authorized to handle school records, shall provide access to a student's records to a law enforcement officer who indicates that the officer is conducting an investigation and that the student is or may be a missing child, as defined in section [2901.30](#) of the Revised Code. Free copies of information in the student's record shall be provided, upon request, to the law enforcement officer, if prior approval is given by the student's parent, guardian, or legal custodian. Information obtained by the officer shall be used solely in the investigation of the case. The information may be used by law enforcement agency personnel in any manner that is appropriate in solving the case, including, but not limited to, providing the information to other law enforcement officers and agencies and to the bureau of criminal identification and investigation for purposes of computer integration pursuant to section [2901.30](#) of the Revised Code.

(14) (F) No person shall release to a parent of a student who is not the student's residential parent or to any other person, or permit a parent of a student who is not the student's residential parent or permit any other person to have access to, any information about the location of any elementary or secondary school to which a student has transferred or information that would enable the parent who is not the student's residential parent or the other person to determine the location of that elementary or secondary school, if the elementary or secondary school to which the student has transferred and that requested the records of the student under section [3313.672](#) of the Revised Code informs the elementary or secondary school from which the

(15) Student's records are obtained that the student is under the care of a shelter for victims of domestic violence, as defined in section [3113.33](#) of the Revised Code.

(16) (G) A principal or chief administrative officer of a public school, or any employee of a public school who is authorized to handle school records, shall comply with any order issued pursuant to division (0)(1) of section [2151.14](#) of the Revised Code, any request for records that is properly made pursuant to division (0)(3)(a) of section [2151.14](#) or division (A) of section [2151.141](#) of the Revised Code, and any determination that is made by a court pursuant to division (0)(3)(b) of section

2151.14 or division (8)(1) of section 2151.141 of the Revised Code.

(17)(H) Notwithstanding any provision of this section, a principal of a public school, to the extent permitted by the "Family Educational Rights and Privacy Act of 1974," shall make the report required in section 3319.45 of the Revised Code that a Student committed any violation listed in division (A) of section 3313.662 of the Revised Code on property owned or controlled by, or at an activity held under the auspices of, the board of education, regardless of whether the Student was Sixteen years of age or older. The principal is not required to obtain the consent of the Student who is the subject of the report or the consent of the Student's parent, guardian, or custodian before making a report pursuant to section 3319.45 of the Revised Code.

(18) Effective Date: 09-14-1995; 2006 H89 09-29-2007

#### **FAMILY RIGHTS AND PRIVACY ACT:**

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records. An employee of HCLC will be present during the viewing of all records. Copy costs will be assessed after the first 10 copies at a rate of \$.10 per copy.

#### **STUDENT'S RIGHTS:**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and why they occur, they will result in time out, exclusion from participation in class activities, suspension or recommended for expulsion.

**Parents who have a conflict with a student other than their own child are requested to speak to the Administration. At no time may parents approach the student directly.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will **NOT** be tolerated.

#### **IMPROVEMENT and CLIENT SATISFACTION**

HCLC will provide constant dialogue with parents of students at HCLC. Open forums for input will occur throughout the school year. Additionally, surveys will provide valuable feedback and direction for HCLC. Communication is vital to improving the school on a regular basis.

#### **TUITION POLICY**

The yearly tuition rate for Highland Community Learning Center is to be paid and remain current throughout the school year. If a student receives the Jon Peterson or Autism Scholarship the parent is to sign the acceptance letter. Failure to pay the tuition rate will result in the student being removed immediately and collection for non-payment will be initiated. If the scholarship check is signed each month, the tuition will be paid in full.

Failure to pay tuition may result in the following student restrictions:

- No report cards issued

- No exams will be administered and a 0% will be calculated into the semester average. A recalculation will be made once tuition is paid and the student has taken his/her exams.
- No transcripts issued
- No participation in graduation
- No diploma issued
- Registration and scheduling for the following year will not be processed
- Legal remedies may be pursued when tuition payments are consistently in arrears and result in dismissal from the school before the end of the semester.
- A student expelled forfeits all rights to the return of any portion of payments.

### **CHECK ACCEPTANCE POLICY**

Deposits take place immediately so funds must be available when the check is submitted. We will not accept post-dated checks and we will not hold checks for deposit. Scholarship checks need to be endorsed each month for deposit.

### Highland Community Learning Center ANNUAL NOTICE REGARDING PUBLIC EDUCATION RECORDS

The parents or guardians of a student under age 18, currently or formerly in attendance in the Highland Community Learning Center (HCLC), shall have the following rights with regard to public education records maintained by HCLC.

- *Right of access.* The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. HCLC shall presume that either parent of a student has a right to inspect their child's records unless HCLC has been provided with a legally binding instrument or court order which provides to the contrary.
- *Right to privacy.* The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.
- *Right to waiver of access.* The right to allow another party access to all personally identifiable student records.
- *Right to challenge and hearing.* The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy. Student records are maintained at the school the student currently attends or, in the case of former

students, the school last attended.

Highland Community Learning Center will forward records to other schools that have requested the records and in which the student seeks or intends to enroll. Such records will include disciplinary records, which will include suspension or expulsion.

Parents and students over 18 years of age ("eligible students") have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District 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 20202-5920

Highland Community Learning Center

5120 Godown Road

Columbus, OH 43220

614-210-0830 phone

614-210-7201 fax

The governing board of the Highland Community Learning Center located at 5120 Godown Road in Columbus, Ohio 43220 has adopted the following racial nondiscriminatory policies.

Highland Community Learning Center recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, religion, gender, sex, disability, age, ancestry, employment, scholarship and loan programs, and athletic and other school administered programs.

Highland Community Learning Center will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.