

Highland Community Learning Center
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Student Handbook

Mission Statement

The Highland Community Learning Center will prepare students for the successful pursuit of higher education or employment in the field of their choice.

The Vision

The Highland Community Learning Center will be the premier educational institute, preparing students to meet and exceed expectations for business and industry today and into the future.

Admissions

Funding may be provided to Highland Community Learning Center to cover the cost of a student's education by obtaining the Jon Peterson or Autism scholarship. A student may be eligible for the Jon Peterson or Autism Scholarship if they are between the ages of 5 and 21, and if they have a current IEP and ETR. Once eligibility has been determined, the admission process may begin, and parents/guardians will be guided through the following steps:

1. Initial meeting with parents/guardians to tour school and discuss the student's unique needs. Parents/guardians will be provided with paperwork at this initial meeting.
2. Obtaining necessary documents (IEP, ETR, birth certificate, social security number, scholarship paperwork, shot records, transcripts/grades).
3. Successful upload of documents to the ODE website, where an account will be created for the student.
4. Once the student has been determined "eligible" for the scholarship, the parent/guardian will be notified and the student may begin receiving services.

Services

Highland Community Learning Center has a mission to provide an alternative educational experience to kindergarten through twelfth graders who have been unsuccessful in a typical classroom setting. We understand that every student learns at a different pace and through various means, and we strive to serve each student individually to help them to reach their full potential. Small classroom sizes and an individualized curriculum allow us to meet the needs of all of our students, both academically and socially.

Highland Community Learning Center is also proud to be able to serve those children in our community that have Autism Spectrum Disorder (ASD), as well as other diagnoses. At Highland, we pride ourselves on this capability to offer a tremendous school and learning experience to these children with learning disabilities and have a staff specialized in this field. Each student at our school will be taught a specific curriculum based on their IEP requirements. These services include:

- Individualized Curriculum
- Small Classrooms
- Safe Environment
- Regular Assessments
- Licensed Intervention Specialists
- School Wide Activities to Work on Social Skills

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 inc. Eng. 9, 10, 11, & 12)

Mathematics 4 Credits (Must inc. Alg. II)

Social Studies 3 Credits (Must inc. Am. Hist. & Govt., Class of 2021 needs World History)

Science 3 Credits (Must inc. 1 Bio. & 1 Phy. Sci. & 1 Advanced Science Course)

Health 1/2 Credit

Physical Educ. 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:

1. 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 and Geometry or Integrated Math I & II

Biology

American History and American Government

English I & II

Performance Levels	Graduation Points
Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

Class of 2020 Only

Students must take and pass courses that constitute the curriculum requirements and take all seven end-of-course exams. If the student receives a score of “1” or “2” on any math or English language arts test, the student must retake the test at least once.

Additionally, students must meet at least two of the below requirements:

- Earn a GPA of 2.5 on a 4.0 scale in all courses completed **during the 11th and 12th grades**(must complete at least four full-year – or equivalent – courses in each year);
- Complete a capstone project during 12th grade that meets criteria defined by the Ohio Department of Education guidance and evaluation processes
- During 12th grade, complete a work or community service experience totaling 120 hours, as defined by the Ohio Department of Education
- Earn three or more College Credit Plus credits at any time during high school;

2. 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 11th 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.

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.

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:

1. A personal illness or injury
2. A family illness
3. The quarantine of the home
4. The death of a relative
5. A religious holiday- these absences must be arranged in advance and be approved by the Director
6. Emergencies- these must be considered by the Director to be a good and sufficient cause for the absence from school.

Consequences of excessive absences:

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

Consequences of habitual truancy:

1. Within seven days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

1. Highland Community Learning Center defines "habitually truant" as follows:
 - a. Absent 3 days in a row without a legitimate excuse;
 - b. Absent 5 or more days in one school month without a legitimate excuse;
 - c. Absent 25 or more days in one school year without a legitimate excuse.
2. Highland Community Learning Center "Excessive absences" are defined as follows:
 - a. Absent 7 or more days in one school month with or without a legitimate excuse;
 - b. Absent 35 or more days in one school year with or without a legitimate excuse.

Absence Intervention Team

When a student becomes habitually truant:

1. Within seven days of the triggering absence, the district must:
 - a. Select members of the absence intervention team;
 - b. Make and document three meaningful attempts to involve the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the district must assign the student to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district must develop the student's absence intervention plan;
4. If the student fails to make progress on the plan within 61 days or continues to be excessively absent, the district must file a complaint in the juvenile court.

Absence Intervention Plan

The plan will include specific methods and strategies to help that particular student attend school on a regular basis and will include the role the student, parent, teacher, administrator, and aide must play to achieve that goal.

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 of 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 - Cellular phones, laptop, compact disc players, paging devices, radios, tape recorders, video games, etc. are **not permitted to be turned on or used during normal school hours**. Students who need to have cell phones at school 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

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.

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"

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.

STUDENTS' RIGHTS:

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when 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 each check monthly to maintain good standing. 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 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, 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.