



Student Handbook

“Providing Special Education & Individualized Instruction”

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Dear Parents and Guardians,

Welcome to Re-Education Services. Our current programs include Re-Ed **ASPIRE** (individualized special education-based programming) and Re-Ed **ACCESS** (Autism-based programming). We look forward to working with you to provide your child with a rewarding learning experience. This handbook is designed to provide you with specific information regarding the policies, procedures and programs at Re-Education Services. Your child's success begins with your support of the school implementing educational and behavioral programs.

Please review the handbook with your student.

Following school policies is one of the most important responsibilities of a student. These policies allow every student at Re-Education Services to have a safe and enriching learning environment. Our policies inform the students about the rules of the school and the expected behavior of students while on the school campus or in the community. If unacceptable behavior does occur, these policies explain the actions that may be taken by the teacher, the Director, or other school staff.

You have a right, as the parent/guardian of a student at Re-Education Services, to clear communication with your student's teacher or administrative staff on a weekly basis. This contact may be through phone calls, e-mail messages, notes, and/or conferences.

You have a responsibility to collaborate in making and implementing instructional and behavioral decisions.

Together, you and the Re-Education Services staff can make this a successful school experience for your child.

Sincerely,

Fredrick A. Frisco
President

Dear Student,

Welcome to Re-Education Services. The purpose of this handbook is to guide you successfully through your placement at Re-Education Services. It contains many different rights and responsibilities that will enable you to have a safe, meaningful experience and allow you to attain the best possible level of academic achievement.

You have specific rights as a student;

You have the right to:

- A challenging curriculum and a written code of classroom rules
- Protection from any physical or verbal abuse
- A school climate free of violence
- Due process under the law
- Consequences to be given in a fair and humane manner

You have specific responsibilities as a student;

You have a responsibility to:

- Arrive at school on time
- Dress appropriately and practice good personal hygiene and safety toward yourself and others
- Respect the rights of fellow students and school personnel at all school related activities
- Respect school and community property
- Follow all school rules and city, state, and federal laws

Sincerely,

Fredrick A. Frisco
President

Introduction

Access to a free public education is both a right and a privilege. A positive learning environment can only be sustained through adherence to basic rules and regulations, which provide the necessary measures to ensure an orderly and creative learning environment and, at the same time, respect individual rights and differences.

Re-Education Services asks students, parents/guardians, and staff to adhere to the following Re-Education Services commitment and join in the effort to guarantee that a rewarding educational experience will be provided to every student at each individual school site.

Announcement of Nondiscrimination

Re-Education Services does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, marital status or religion in any of its policies, practices or procedures. This nondiscrimination policy complies with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, the Americans with Disabilities Act of 1990 and other Federal and State laws. Coverage applies to both (a) admission and access to, and (b) treatment and employment in, Re-Education programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission and participation in the vocational education or any other Re-Education Services program.

Students, parents/guardians, or any other individuals having questions or concerns regarding Re-Education Services non-discrimination policy or the filing of discrimination complaints should contact your school's Director. Discrimination complaints should be filed in a written format, i.e. a letter addressed to the Director.

Hours of Operation

Re-Education Services staff is present and available to you from 7:30AM to 3:15PM Monday through Friday (except holidays and vacations). Students are present from 7:50AM to 2:15PM Monday through Friday and from 7:50AM to 11:15AM on ½ day Fridays, when there is early dismissal. For your convenience, we also have voice mail available at the school before and after school hours. Please leave a message and we will get back to you as soon as possible.

School Closings

Parents will be called in the event school will be closed. Re-Education is often listed on local T.V./Radio stations as well.

Telephone Numbers

Mentor Campus/Business Office	(440) 257-3131
Bedford Campus	(440) 232-9055

Re-Education Services Mission

Re-Education Services educates students identified with social, emotional and behavioral concerns through research-based practices, quality educational experiences and opportunities to achieve their highest potential. We believe all children can learn and feel success on a daily basis.

Re-Education Services Philosophy

Re-Education Services' educational philosophy is based on the belief that all individuals can learn and lead productive lives in the community, when provided with the proper learning environment. However, even the clearest vision is useless without effective teaching strategies. Re-Education Services has developed an educational and behavioral improvement model well known for its effectiveness and accountability. This model emphasizes assessment of students' motivational variables; positive and proactive teaching strategies, student-teacher interaction, clear measurable teaching objectives, data-guided teaching, empirically demonstrated teaching methodologies and strategies for successful collaboration between all participants in a student's educational environment (peers, teachers, parents/guardians administrators, and support staff).

Positive Behavior Intervention Plans

It is the policy of Re-Education Services to assure that students with serious and pervasive behavior challenges are provided teaching strategies which: 1) result in lasting positive change; 2) provide greater access to community, social, and public events; 3) do not cause pain or trauma; and 4) respect the dignity and privacy of the individual.

Before a plan can be implemented, parent/guardian consent must be obtained for behavioral assessments. Once the assessment determines the reason for behavior, a positive behavior intervention plan may be written. The goal of behavioral intervention is to replace maladaptive behavior with alternative acceptable behavior and instill in the student a greater level of independence and self-control. This plan describes what and how positive behaviors will be taught to replace inappropriate behaviors. The IEP team (parent/guardian, case manager, school district, education co-coordinator, teacher, and others) then comes together and if the plan is agreed upon, this becomes part of the IEP.

Crisis Prevention

Re-Education Services implements positive behavioral supports, functional behavior assessment and function based interventions, re-direction, time and space, active student engagement. We also focus on skill building such as self-monitoring and management. If a student has become a danger to themselves or others a safe, non-harmful, restraint position to safely control an individual until they can regain control of his/her own behavior may be implemented only as a last resort. Re-Education Services utilizes the crisis management protocol developed by Cornell University and staff are trained in Therapeutic Crisis Intervention techniques. All Re-Education Services staff are trained in TCI techniques.

What is a Transition IEP?

The Transition IEP is initially written when the student is 14 years old. Transition IEP's also address instruction, community experiences, employment and other post-school adult living objectives.

Report Cards

Reports are completed four times a year, based on your student's school district requirements. The student's teacher and associate teacher write the reports. Progress on each individual IEP goal is assessed and reported. Again, please feel free to call your student's teacher if you have any questions about the progress reports. In addition to the more formal progress report, we also utilize individual data sheets to assess progress on goals on a more frequent basis. Additionally our programs provide daily and weekly communications with parents/teachers.

Safe School Policy

Re-Education Services is committed to the maintenance of a learning environment where students may attend school free from acts of violence, aggression, terrorism, intimidation, or harassment.

Entry Check-In Searches

For the safety of the students and staff of Re-Education Services all students are subject to searches. Any person refusing to be searched will not be permitted past check-in points.

The following guidelines are established for searching school property assigned to a specific student and for the seizure of items in his/her possession:

1. Searches of personal property shall be conducted with at least one other staff member present.
2. When possible, searches of an area assigned to a student should be for a specifically identified item(s) and may be conducted in the student's presence with his/her knowledge.
3. Random searches of lockers may be conducted, after the following notice has been posted in conspicuous places in the building:

“Facilities belonging/leased to Re-Education Services, Inc., including but not limited to school lockers, may be randomly searched by school authorities, with or without cause”.

4. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time. When this occurs, police authorities are to be informed and illegal goods given into their custody immediately.

5. Open containers will NOT be permitted past check in. All contents will be disposed of and will not be returned.

Actions such as the use or possession of a weapon, criminal behavior, or gang activities in the school, on the school grounds, at school sanctioned activities, or when students are being transported in vehicles dispatched by the school or districts will not be tolerated.

Parent /Guardian Rights and Procedural Safeguards for Special Education

The fundamental principle of our behavioral interventions is non-aversive or positive intervention, designed to develop and strengthen desirable behaviors. These should be used to the maximum extent possible and are preferable to the use of aversive and more restrictive procedures.

All of the procedural protections available to students with disabilities and their parent/guardians under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and the right to appeal, shall be observed when implementing/developing behavioral interventions.

Disciplinary Procedures

Re-education Services has a progressive behavioral discipline code. School officials reserve the right of interpretation of all misconduct. Consequences may vary based on severity of each infraction or the repeated violations of misconduct. Penalties are cumulative for any offense during the current school year. A violation of any rule may result in disciplinary action, including conferences, detentions, in-school suspension, out-of-school suspension, referral to Juvenile Court and loss of privileges. The Student Code of Conduct applies wherever the school has authority to regulate student conduct, which includes school property, transportation, and school activities wherever and whenever held.

Classroom and School Expectations

To maximize each student's academic and behavioral success, students are expected to abide by school rules.

These rules are developed and encouraged in order to maintain student safety by
Consequences for breaking rules may include:

- Change in student classroom supervision level
- Change in the instructional area away from peers until appropriate behavior is demonstrated.
- A conference with the parent/guardian and student
- Change and/or development of a Positive Behavior Intervention Plan
- Loss of privileges

Students are expected to:

1. **Walk at all times with a staff member.** Students must always remain within the line of sight of a staff member.
2. **Use appropriate language.** Students are expected to treat staff and students with respect. Repetitive and excessive incidents of verbal harassment, threats, provoking, and/or gestures to harm staff and other students will not be tolerated. Students may always ask a staff member for help if they are upset or frustrated with an academic, social, or other problematic situation.
3. **Respect personal and school property.** Students are expected to keep all of their personal belongings in a backpack, desk, or lunchbox. Students should bring and only use materials needed to complete their work successfully at school. Students may not destroy the property of others or the school. Destruction of property and vandalism may result in restitution (repayment for damaged items), a conference with the parent/guardian and student, and emergency IEP meeting, etc. Students are encouraged to ask for a break, ask for help, or request to problem solve with staff in lieu of damaging property. (No phones or electronic media).
4. **Remain on campus during the school day.** Students are expected to remain with their assigned classroom for the duration of the school day. Students will be able to leave the classroom when they are with a staff member, obtain staff permission (i.e. “High Level”), for restroom breaks, P.E., etc. Students may leave campus only to implement community or vocational IEP goals or participate in community based activities. Students transitioning back to a less restrictive school setting may leave campus as deemed appropriate by the IEP team. Students who run out of their classrooms or off of campus will be considered to be endangering the safety of themselves or others, and emergency procedures may be used depending on the severity of the situation.
5. **Refrain from Theft:** A student shall not take, or attempt to take school property or the personal property of any individual. When a student is caught stealing school or someone’s personal property he/she will be disciplined and may be reported to the law enforcement officials.

Re-Education Services Rules and Procedures

Visiting the School

Note: All visitors must report to the office and sign in before going into any classroom. Office staff will call down to classroom staff and they will take you to the classroom. Should a student need lunch, a change of clothes, or other items brought to him/her during school hours, it should be labeled and taken to the office. (For individual students it may be helpful to send in extra clothing or personal items ahead of time) School staff will deliver it to the student.

Picking Up a Student Before Dismissal Time

If your student needs to be taken out of class early, please call the campus and/or send a note stating the time and reason you will be taking your student out of class. Be sure to indicate who will be picking up the student. If someone other than the parent/guardian, be sure the person picking up your student is listed on the student emergency card. For the protection of our students, anyone coming into the building to pick up a student must first sign in at the front office of the school site and show valid identification. Please use this same procedure if a student is to be picked up rather than ride the bus/van for any reason.

Only persons who have been authorized in writing by the parent/guardian will be permitted pick a student from school.

In order to minimize classroom disruption at the end of the day, early sign-outs must occur **BEFORE** 1:45pm.

Additionally, we ask that you minimize late arrivals and early departures as they take time away from your child's instructional day. In order to effectively address curriculum content and IEP goals, we must maximize the number of minutes each student receives in the classroom environment.

<p>***PLEASE SEE ATTENDANCE SECTION FOR AN IMPORTANT NOTE REGARDING LATE DROP-OFF AND EARLY PICK-UP***</p>

School Conferences

A parent/guardian may request a meeting with the teacher at any time.

Joint Custody Guidelines – At the request of either parents/guardians, conferences can be arranged with the student’s teacher. Both parent/guardian can also request a copy of progress reports, transcripts, midterm reports and school newsletter.

We encourage parents/guardian to contact the school at any time. Good communication is essential. Often what may appear to be a problem or misunderstanding can be cleared up by clarification of facts. Please keep in mind that teachers may not be available to talk during school hours.

Release of Student Information

Re-Education Services maintains strict confidentiality of all student information and records. In accordance with privacy acts and laws, all individuals have a right to privacy of information pertaining to them and access to all student information must be strictly limited to protect that privacy and civil rights of the student. Written Consent (informed consent by parent/guardian, conservator, or student over 18 years of age who have no conservator) is required before student information can be shared with individuals outside of Re-Education Services. Federal law allows for the waiver of written parent/guardian consent in release of information only under very specific conditions (FERPA 99.31) including:

- A. To education institution / Re-Education Services school officials / teachers with legitimate educational interests.
- B. To officials of another school / school system where a student seeks to enroll.
- C. To accrediting organizations to carry out accrediting functions.
- D. To parents/guardians of dependent students (“Dependent” meaning in this case, minors in custody of the state).
- E. To comply with judicial order or lawfully issued subpoena.
- F. To appropriate parties in a health or safety emergency.

Information concerning Re-Education Services students is not shared outside the school without written consent except as waived by law. A record of all approved transfers of information is kept in the student’s cumulative file. This transfer of information is limited to documents in the cumulative file, which have been generated by Re-Education Services and does not apply to documents in the cumulative file, which have been generated by other agencies and professionals.

Inspection of Student Records

Student cumulative files are stored in locked file cabinets in the school office. Re-Education Services will not make these student records available, nor disclose any confidential information regarding the student, to any individual or agency other than parent/guardians with educational rights and appropriate Re-Education Services representatives without a signed release from the parent/guardian, except as waived by the law (See Re-Education Services Release of Student Information). All personnel with access to student files must sign the Confidentiality Agreement.

Attendance

Regular student attendance is extremely important. Days missed can never be duplicated. Absences should be restricted to illness and medical/dental appointments. In order to maximize the quality of your child's educational experience, it is essential that they attend school on a regular basis. This ensures consistency in strategy implementation and allows students to acclimate to the school environment, both of which facilitate learning. To that end, it is our policy that:

- **If a student is out for 3 or more consecutive days, a doctor's note will be required.**

Additionally, excessive late arrivals or early departures are detrimental in that they are disruptive to both teachers and students who are engaged in the learning process.

Our first priority is to provide effective and individualized educational programs for your child. If they are not present in our classrooms, our ability to address their needs effectively is significantly diminished, and IEP goal attainment becomes extremely challenging. We believe that continued collaboration and cooperation between school and home is essential to your child's success, and that consistent attendance at school affords us the opportunity to provide your child with the education they deserve.

For students receiving outside therapy, we ask that you schedule these appointments after the school day has ended.

1. Students may attend a public school within their attendance area as approved by the students IEP team. Students may attend a vocational or special education center when they qualify and are accepted for enrollment.
2. Students have the right to:
 - Receive information concerning attendance policies at their school; these policies should clearly define excused and unexcused absences as tardies;
 - Make up any work missed because of excused absences; participation in any school sponsored activities shall be considered an excused absence;
3. Students have the responsibility to:

- Attend classes daily and on time unless circumstances beyond their control prohibit such attendance;
- Request make-up work from their teachers after the absences have been adequately explained to the school by their parents. All students shall abide by school attendance policies; parents shall inform Re-Education Services as well as their local school district when there is a change of the student's residence.

4. Parents have the responsibility to:

- Notify school personnel about their child's absence from school on the day of absence.
- Notify the school of any change of address, phone numbers and emergency contact numbers.
- Notify school personnel of any change in transportation. This must be called into the main office, it cannot be communicated via email.
- Notify school personnel (Re-Ed and placing school district) if the family is moving out of town or out of the school's attendance boundary.
- Be aware of the school district calendar and coordinate trips, vacations and personal business to support attendance on school days.

Please call your student's school between 7:30AM and 9:00AM if your student will be absent that day. If we do not have telephone verification for an absence, we will need a note stating the reason for the absence. The note should include the following information:

- Student's name
- Reason for absence
- Your name and signature
- Contact information (phone #)

Absence Verification

The Education Code still requires the parent/guardian to communicate with the school by phone or note as to the reason for a student's absence. The following are considered excused or acceptable absences for the purpose of Compulsory Attendance laws:

- A. Illness or quarantine
- B. Medical, dental, optometric, or chiropractic appointments
- C. Jury duty
- D. Funeral services for one's immediate family (one day if services are in Ohio and three days if services are held out of state)
- E. Exclusion from school or immunization needs for up to five days
- F. Appearance in court
- G. Observance of a holiday or ceremony for religious reasons
- H. Conference in regard to employment
- I. Conference with a lawyer/court appearance.
- J. Interview for a community college or university

Process for Absence Verification

- Notes, signed by a parent/guardian should be obtained whenever possible.
- Phone calls may be accepted and logged.
- Other sources of information may be used if they are satisfactory to the person making the verification.

Student Illness Policy

In an effort to minimize the likelihood of exposure to contagious illness, the following will specify the conditions under which students should remain at their homes/residences or if at school, be sent back home or to the residence due to a contagious illness.

A. Contagious symptoms:

- Fever: any temperature above 100 degrees. Student MUST be fever free to return.
- Diarrhea: any occurrence of abnormality frequent intestinal evacuations
- Vomiting: NOTE**in the case that vomiting is being treated in a behavior plan, it will not suffice as a reason for sending the student home unless the topography of the behavior, as determined by the Program Coordinator has changed and in this case thought to be a medical issue
- Runny nose: excessive nasal discharge, which has a yellow or green color
- Coughing: severe and/or frequent coughing
- Skin irritation/rash that is consistent with a contagious illness (e.g. ring worm)
- Exposed rash or fungus: an untreated and/or uncovered fungus
- Lice

B. Procedure:

- When a student comes to school with these symptoms, we will call the parent/guardian and promptly send the student home.
- In the event the determination has been made that the student should be sent home, the teacher or other assigned staff member will contact the home or residence to make arrangements for student pick-up.
- The home or residence will supply the school with a written note explaining the reason for the student's absence from school.
- Depending on the contagious illness, a note may be required by the health department or a Physician to return to school and/or to verify that the student has been seen and treated.
- In addition to written verification, the home or residence will supply the school with a written letter explaining the reason for the student's absence from school.

Dress Code Policy

It is the mission of Re-Education Services to provide every student with an educational program that meets his or her individual needs. Re-Education Services recognizes that, within certain limits, each student's mode of dress and grooming is a manifestation of personal style and individual preference. The purpose of this dress code is to encourage students to come to school prepared to participate in the educational process. Re-Education Services authorizes the Director to enforce school regulations prohibiting inappropriate student dress or grooming practices.

The following Dress Code is required for Re-Education Services students:

- No baggy or tight clothing, muscle shirts, cut off shirts, torn cloths, overalls, pants or shorts that sag will be allowed. Shorts, skirts, and jumpers must be of a length that is no more than three (3) inches above the knee.
- No obvious lack of undergarments.
- No halter tops, sleeveless dresses with straps less than 2 inches wide or bare midriff tops.
- Close-toed shoes or sneakers. Shoelaces must be tied and Velcro flaps must be fastened.
- **No hooded garments.** If weather necessitates, jackets or other types of outerwear may be worn to school but must be removed once inside the building.
- Jewelry or accessories that distract from the learning process will need to be removed and given to the teacher.
- Hats or head coverings are not allowed inside the building. (i.e. sun glasses)
- No clothing and/or patches with profane symbols, pictures or writing.
- No clothing which includes advertisements for drugs, alcohol, sex or innuendos.
- No clothing that is considered unsafe either for the student or those around them.
- No clothing that is disruptive of school operations and the daily educational process.
- No clothing that is too provocative or suggestive.

All clothing must fit appropriately. Any student wearing or carrying satanic, tobacco, alcohol, and other drug-related clothing or symbols will be referred to an administrator. The administrator will ask the student to make the appropriate corrections. If a student refuses, the student's parent(s)/guardian(s) shall be contacted, and the student may be sent home to change clothes or required to change clothes using clothing available on campus. **If your student has unique sensory needs please contact a Re-Education Services administrator.

Student and Parent/Guardian Responsibilities

- A. Be aware of what clothing is considered appropriate and inappropriate (including shoes).
- B. Abide by the school's dress policy

Emergency Contact Information

An emergency card and emergency medical form must be completed and updated annually. The parent/guardian or care provider must complete these forms. These forms request the phone numbers of each parent/guardian employer and the name and phone number of persons to contact if parent/guardian cannot be reached. Also, the emergency medical form requests a physician name and phone number and other vital information you think we should be aware of. Help us keep this information current by notifying us of new names and numbers throughout the year.

You, as the parent/guardian are responsible for providing this emergency information to the school, as well as informing us of any changes. In the event of a medical emergency, the school will contact you first. If you cannot be reached, we will begin calling those designated alternatives on the emergency card. However, if none of these emergency numbers are successful, it will be necessary to call 911.

Incident Reports

An incident report is a written report that is completed for the following reasons: 1) an incident occurred which resulted in any physical contact with the student. 2) an incident resulted in injury or property damage of any kind, 3) a student attempted to run away or was missing from the classroom/activity, 4) an incident which involved the public in any way, or, 5) there was an indicator of possible neglect or abuse.

Emergency Procedures

The campus has an Emergency Preparedness Plan developed so that emergency procedures are established before any crisis occurs. These include plans for tornado, safety breaches, fire, etc. Any medications your student may need for an extended stay at Re-Education Services should be sent in and be in compliance with the medication policy. Local emergency services and parent/guardian will be contacted as soon as possible. Call the Business Office in Mentor at (440) 257-3131 if you are unable to reach your student's campus.

We need your help in providing a safe school environment for your student. We also want to inform you of health services that are required by law. A safer environment can be accomplished by:

- A. Workable emergency telephone numbers
- B. Emergency Contact Information

We cannot release a student or obtain direction in case of an emergency from a person who is not listed on the emergency card. Please complete the emergency card and emergency medical form with all important health and physician information.

Administering Medication

Re-Education Services advises parents to schedule, if possible, a student's medication to be given outside school hours. If medication, including over-the-counter (OTC) must be administered during the school day, it must be done in accordance with the Medication Administration Policy and Procedure.

The purpose of this policy is to provide control over the administration and use of medications by students and staff of Re-Education Services; to assure that such drugs prescribed by a physician are administered according to the instructions of the prescribing physician; and to promote and facilitate good health and medical treatment to students of Re-Education Services. Please review

the Medication Administration Policy and Procedure packet, should you have any questions, please contact the Business Office at (440)257-3131.

Physical /Verbal/Ethnic Harassment/Bullying

It is the policy of Re-Education Services to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School operations, programs and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging and reporting Any form of unlawful harassment.

Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidation, threatening or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status or disability. It would include, but not limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, hazing and dating violence.

Harassment, intimidation or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA) or wireless hand-held devices) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other students and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

For the purpose of this policy, "school community", means students, administrators, teachers, staff, and or other school personnel, including volunteers, contractors, or other persons subject to the control and supervision of the school.

Sexual Harassment

Re-Education Services has zero tolerance for any form of sexual harassment in the schools. Action will be taken on any employee or student who engages in unlawful sexual harassment.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure students that they need not endure any form of sexual harassment.

1. Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual (Written/Text), or physical conduct of a sexual nature.

2. Forms of Sexual Harassment

Sexual harassment may occur as a pattern of degrading sexual speech or action ranging from verbal or physical annoyances or distractions to deliberate intimidation and frank threats or sexual demands. Forms of sexual harassment include, but are not limited to the following:

- A. Verbal Harassment – Spreading of sexual rumors, derogatory comments, jokes, slurs, and graphic verbal commentaries about an individual's body/dress or sexually degrading words used to describe an individual.
- B. Physical Harassment – Unnecessary or offensive touching or impeding or blocking movement.
- C. Visual Harassment – Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures, suggestive or obscene letters, objects, notices, or invitations.
- D. Reprisals – making threatening reprisals after a negative response to sexual advances.

3. Consequences for Engaging in Sexual Harassment

The Director, with assistance from administrative personnel, and the teacher shall determine the appropriate course of action for a student who engages in sexual harassment towards others.

4. Complaint Procedures

Any student who feels harassed should immediately contact the Director. If a situation involving sexual harassment occurs, a complaint can be filed. The Director shall determine which procedure is appropriate.

Re-Education Services prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

5. Reporting Procedure

Students who feel they have been sexually harassed by an adult or a student should report the harassment to an adult who will help file a written complaint with the Director.

Suspected Student Abuse Reporting

Persons required to report student abuse or neglect include:

Any school employee of Re-Education Services, who observes, has reasonable cause to know or suspect that a student has been subjected to abuse or neglect is required by law to report that suspected instance of student abuse to the abuse hotline; this information is confidential and reported anonymously.

ONLY ADULT OR PROTECTIVE SERVICES CAN CONDUCT THE INVESTIGATION.

Definition of Student Abuse or Neglect

Student abuse is defined as: a.) A physical injury inflicted by other than accidental means; b.) Student sexual abuse including both sexual assault and sexual exploitation; c.) Willful cruelty or unjustified punishment, including: inflicting or permitting unjustified physical pain or mental suffering, or the endangerment of the student's person or health; d.) Unlawful corporal punishment or injury, willfully inflicted, resulting in a traumatic condition; e.) Neglect of a student, whether "severe" or "general", must also be reported if the perpetrator is a person responsible for the student's welfare.

Anti-Discrimination

Re-Education Services prohibits discriminatory behavior directed toward staff and/or other students.

Classroom Expectations

Students' Responsibilities

- Attend class regularly
- Respect the rights of other students to learn by not being disruptive
- Bring to class all the materials required and be prepared to participate in the daily lessons
- Seek assistance from the teacher when having difficulty understanding the class work

Parent/Guardian Expectations

- Be aware of your student's progress in class.
- Contact the school for a conference with the teacher(s) regarding any questions about the curricula or the student's progress
- Be aware that Progress Reports are issued quarterly.

Homework

Homework is an extension of learning that takes place in school. If a teacher assigns homework, it may be part of an assignment that receives a grade, for practice or enrichment, or it may be just a sampling for parents/guardian understanding of a student's skills.

Classroom teachers will notify parent/guardian of their individual homework expectations.

Community Outings and Field Trips

Re-Education Services is a community-based program. ALL Parent/Guardian's are required to sign an "Off Campus" form during the in-take process. This signed form covers permission for "ALL" community outings.

Student Use of Electronic Devices or Technological Resources

1. Student's Use of Technology Policy

The Building Supervisor shall oversee the maintenance of each school's technological resources and may establish guidelines and limits regarding their use. He/she shall ensure that all students using these resources receive training in their proper use as well as copies of related Re-Education Services policies and regulations. Students should be aware that access to, and use of school technology, is a privilege, not a right.

- Cell Phones: Are NOT permitted in school and will be confiscated during "check-in". (Parent/Guardians may be required to pick up confiscated phones). If phones are used on transportation, students are NOT to share images or video, nor take pictures/video of others.
- iPod, DS and other handheld devices: may be permitted in school if stored in a student's locker or secure area to prevent students from using during unauthorized school time. **(Re-Education Services will NOT be responsible for lost or stolen items).**

2. Computers, On-Line Services, Networks, and the Internet

Students are authorized to use school computers and on-line services in accordance with user obligations and responsibilities as specified below. Teachers may develop specific guidelines for supervision of students while using the Internet (e.g., staff sitting next to the student).

- A. The system shall be used only for the purposes directly related to education to include positive reinforcement procedures. Re-Education Services used active Internet filtering and monitoring technology and reserves the right to monitor and view any on-line communications, files, or documents to maintain system integrity and insure that users are using the system responsibly. Students and users understand that work or email accessed or stored in school computer systems and servers are not private. **Personal use of the school's computer system is strictly prohibited.**
- B. Users shall not use the system to encourage the use or sale of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Re-Education Services policy.
- C. Users shall not create or transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be constructed as harassment or disparagement of others based on race, national origin, gender, appearance, sexual orientation, age, disability, religion, or political beliefs.

- D. Copyrighted material may not be placed on the system without the author's permission. Unless specified otherwise, users may download copyrighted material for their own educational or instructional use. However, such material shall not be distributed or duplicated without the author's written permission.
- E. Users shall not read other users' mail or files without permission; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail or files.
- F. Password sharing and account trespassing are strictly forbidden and may result in the student losing access to computer services. The sharing of documents and data (unless authorized by the teacher), selling, or purchasing of term papers, book reports and other forms of student work is strictly prohibited.
- G. Students and users will not participate in any acts related to credit card fraud, online transactions, electronic forgery, and other forms illegal and unacceptable behavior. Re-Education Services will not be responsible for unauthorized costs incurred by students or users, the school or district will not vouch for the accuracy of information obtained through the Internet, nor will Re-Education Services be responsible for students' or users' negligence, acceptable use policy violations, or mistakes.
- H. Students will not have school issued email accounts.

Note: Any violation that is determined to be illegal may result in criminal prosecution. Parent/guardian may be held financially responsible for costs incurred as a result of their student's act of intentional vandalism or damage to software, computers, or related hardware. Teachers may develop specific guidelines for staff supervision of students while using the Internet (e.g., sitting next to student).

Items from Home

Students may **only** bring school related items from home. This is to ensure the academic success of all students. These items include any clothing needed for school activities (i.e. sneakers for P.E., a jacket, sweatshirt, etc.), toothbrush and toothpaste (if needed), lunch, extra soft drinks or water (unopened and NO energy drinks), backpack, notebook, and writing instruments. Students are permitted to bring electronic devices designed to enhance participation in school curriculum and activities, therefore, we are happy to allow these items in the classroom. However, Re-Education Services cannot be held liable for any damages or loss incurred to such devices while on school campus. If you plan to send your child to school with an approved electronic device Re-Education Services will NOT be liable for any loss or damage to these items/devices.

Consistent Positive Behavior Management

Re-Education Services is committed to the goal of a positive, effective and orderly process of instruction. Re-Education Services school administrators, teachers, parent/guardian, support personnel and students assume their share of the responsibility for the attainment of this goal.

Consequence-based practices at Re-Education Services are founded on positive behavior. Parent/guardian can communicate with the student's teacher to learn more about how to maintain consistent consequences at home.

Confidentiality

1. Nondisclosure

No information of any type that leads to or results from a search or seizure should be communicated, revealed, or disclosed by Re-Education Services personnel to any person, except as follows:

- A. Such information should be communicated to other school personnel only upon a "need-to-know" basis. A "need-to-know" basis means that the person to whom such information is communicated is authorized to take action on behalf of the school upon learning such information and needs the information to discharge his or her responsibilities.
- B. Such information may be communicated to the parent/guardian of a student to whom the information relates; such information may be disclosed to law enforcement agencies only upon the authorization of the Director.

Controlled Substances

Re-Education Services prohibits students from using, possessing, distributing, or being under the influence of alcohol and other drugs, and from possessing, using or distributing drug paraphernalia, while on school property or at school-sponsored activities. Student use or possession of tobacco is also prohibited. Re-Education Services reserves the right to search a student's person and personal effects when there is reasonable cause as per Re-Education Services search and seizure policy.

1. Definitions

- **ALCOHOL:** Any liquor, wine, beer, or other beverage containing alcohol.
- **DISTRIBUTION:** Selling, passing on, or giving away any controlled substance.
- **DRUGS:** Any drug, including illegal drugs, legal prescription, over-the-counter drugs, marijuana or inhalants that are used, possessed or distributed for unauthorized purposes, including counterfeit (look-alike) substances.
- **DRUG PARAPHERNALIA:** Equipment or apparatus designed for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.

- **SUBSTANCE USE & ABUSE:** The use of alcohol and other drugs are in violation of state or federal laws, or in violation of Re-Education Services policy.
- **TOBACCO:** Any product containing tobacco, which can be smoked or used in, non-smoking form (e.g., snuff, chewing tobacco).
- **CLOTHING:** Hats, jewelry, slogans, or clothing displaying or representing drugs, alcohol, and tobacco products.

Weapons in School

Re-Education Services prohibits students from bringing weapons onto school property, or carrying or keeping any weapons on school property while attending or participating in any school activity that includes transportation to and from such activity.

1. Definition:

- Any firearm, knife, explosive, or other object, even if manufactured for a non-violent purpose, that has a potentially violent use,
OR
- Any “look alike” object that resembles an object that has a potentially violent use
AND
- If, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

2. Violations

Students who violate this policy shall be subject to the full range of Re-Education Services suspension/termination, in addition to applicable criminal and civil penalties.

3. Procedures for violation of the policy are as follows:

- A. Students will meet with the Director when a staff member or contact person has reasonable, individualized suspicion that a student is in violation of the policy.
- B. Upon determined policy violation, the Director will make a reasonable effort to notify the student’s parent/guardian as soon thereafter as possible.

Probationary System

If your student has involvement with the criminal justice system, and has a probation officer assigned, Re-Education Services will request that the parent/guardian provide Re-Education Services with any copies of court reports, juvenile court records (i.e. incident reports, grades, transcripts, etc.) and citations. The purpose for Re-Education Services to obtain and review these reports is to adequately design an educational and behavioral program that would meet your student’s needs. It is also Re-Education Services intent to maintain the safety of your student, as well as the safety of Re-Education Services staff and students.

If your student does have a probation officer, Re-Education Services will work collaboratively with the student, family, probation officer and any other community services providers (i.e. mental health) to maintain your student's educational and behavioral program at Re-Education Services.

Re-Education Services may request that probation officer and other service providers attend any IEP meetings held for your student.

If your student exhibits a behavior that is considered to be a violation of his/her probation, Re-Education Services will notify the probation officer as soon as possible. In addition we will notify the authorities if necessary, and you, the parent/guardian as soon as it is possible.

Drinks

1. **OPEN CONTAINER:** No student shall be permitted to enter the building with an open container of ANY drink. Any open container will be confiscated and disposed of immediately.
2. **ENERGY DRINKS:** are NOT permitted in the building at any time. These drinks are not appropriate for school use and will be confiscated.

Emergency and Medical Information

Re-Education Services requires all parents/guardians to complete an Emergency Medical Authorization for each student being transported. If your student has a specific individual need (i.e. epilepsy, diabetes, incontinence/toileting needs, etc.), it is required that this information be given to your bus/van driver on the form available.

Collusion:

No student shall assist or aid in any way another student in violating either school rules and regulations or any law or ordinance when either student is properly under the authority of school personnel.

Restitution for Property Destruction

Students, who purposefully destroy, vandalize, set fire to, or break property may be responsible for repaying Re-Education Services for a portion of the costs to repair or replace the items. The Director will determine restitution on an individual basis

School Property:

Students are responsible for themselves and the property around them. If a student purposely or aggressively damages any property of Re-Education Services, Inc. they and their parent/guardian(s) will be held liable.

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. A student shall not use school property in violation of

Re-Education Services, Inc. policy.

A student shall not cause or attempt to cause damage to private property of students, teachers, and school personnel or other persons or steal or attempt to steal private property on the school grounds or during a school sponsored or related activity, function or event off school grounds.

Extortion:

Students shall not compel or attempt to compel any student, school employee or other person to give up any thing of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.

Gambling:

A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on activities in which they are involved may also be banned from that activity.

School Bus/Van Rules:

A student shall not interfere with or disrupt the operation of a school bus/van through activities, which pose or tend to pose a danger to the safe operation of a school bus/van. These include, but are not limited to failing to remain seated, throwing objects out the window or at passengers or the driver, shouting, failure to board their bus/van at their assigned stop and/or other disorderly conduct which could cause physical harm or diversion of the driver's attention. Students who ride school busses/vans are expected to wear their seatbelts at all times and follow all school rules and regulations. Violations may result in a student being denied the privilege of riding the bus/van. The following rules apply to transportation services:

Transportation Rules:

1. Seatbelts worn at all times
2. Use appropriate language
3. Horseplay is unacceptable
4. Stay in assigned area
5. Eating and gum chewing is not permitted
6. Hands and feet to self
7. Electronic devices must have headphones and are to be played at a moderate volume
8. Inappropriate music/video not allowed
9. Use appropriate voice tone

If van rules are broken, a van report may be issued involving consequences or alternative transportation may need to be provided.

IMPORTANT – PLEASE REVIEW

Program Expectations for Parents/Legal Guardian

1. Whenever your child will not be attending the program, notify us by 9:00 am by telephone or in writing prior to that day if your child has an appointment. Our office opens at 7:30 am. Prior to this you may leave a message at the Mentor Campus 440-257-3131 or the Bedford Campus 440-232-9055.
2. If you know your child is going to be absent it is your responsibility to contact the transportation person to let them know that they will not need to make a trip to your home. You will need to let the transportation person know what day to return for pick up at your home.
3. If your child is out of the program for more than 3 consecutive days due to illness, a doctors' excuse is required upon return. It is the parent's responsibility to assure their child attends school daily.
4. If your child contracts a contagious illness (example: strep throat, lice, etc.) he/she must be kept out of the program until they are no longer contagious. A student MUST be fever free before their return to school.
5. If you plan on having your child picked up by someone other than the school transportation or yourself (legal guardian), we must have a notice signed by you giving us permission to release your child to such person. They will be asked to provide a current driver's license.
6. If your child needs to have medication administered, a current medication form for administering medication must be on file in the office. Students should not bring medications to school. Only a parent/guardian is permitted to bring in or pick up medications.
7. Staff will make every reasonable effort on a daily basis to help children manage their behavior effectively throughout each program day. However, if a child's behavior results in frequent restraints, significant disturbance to other children, and or danger to themselves or others, parents/guardians may be notified and required to come and transport their child home for the remainder of the program. A child may also be required to make up time after school and a parent/guardian will be required to transport their child home.
8. Always share something positive with your child daily.

**Re-Education Services
(ASPIRE/ACCESS)
Student Handbook Receipt**

Please Print

Student Name: _____

Dear Parent/Guardian:

Re-Education Services has a Student Handbook, which reflects important policies for our schools and the students who attend. These policies are designed to guide our students through successful school experiences by stating our expectations in areas including, but not limited to, attendance, dress code, progress reports, receiving credits for coursework, sexual harassment policy, and access to the Internet.

We require that all parents/guardian return this cover sheet acknowledging that this document has been received and read. (A full Student Handbook is available on-line. To review the entire Student Handbook please visit our website at www.re-edserv.com).

We also encourage parents/guardian to contact the Director with comments and questions about our Student Handbook.

Thank you,

Administration

Please sign and return this form to the school office.

I understand it is my obligation to read and abide by the rules of the Re-Education Services Student Handbook. I understand that if I have any questions about the Student Handbook, I may consult the Director.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

This form will be kept on file at the school office