

# Educational Service Center of Lake Erie West



## ALTERNATE LEARNING CENTER

### PROGRAM HANDBOOK

2024-2025



*Board Adopted July 16, 2024*

<http://www.eslakeeriewest.org/AlternateLearningCenter.aspx>

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## ALC CALENDAR 2024-25

ALC School Hours: 7:30 a.m. (student arrival) – 2:00 p.m. (student dismissal)

First Quarter August 16 - October 17 (43 student days)			
TUESDAY	AUG	13	PROFESSIONAL DEVELOPMENT DAY – ALC CLOSED FOR STUDENTS
WEDNESDAY	AUG	14	PROFESSIONAL DEVELOPMENT DAY – ALC CLOSED FOR STUDENTS
THURSDAY	AUG	15	PROFESIONAL DEVELOPMENT/TEACHER WORK DAY – ALC CLOSED FOR STUDENTS
FRIDAY	AUG	16	PROFESSIONAL DEVELOPMENT DAY – ALC CLOSED FOR STUDENTS
MONDAY	AUG	19	ALC FIRST STUDENT DAY
MONDAY	SEP	02	LABOR DAY. ALC CLOSED
THURSDAY	OCT	17	END OF FIRST QUARTER
Second Quarter October 18 - December 20 (40 student days)			
FRIDAY	OCT	18	TEACHER WORK DAY/PROFESSIONAL DEVELOPMENT
MONDAY	NOV	4	PARENT/TEACHER CONFERENCES – ALC CLOSED FOR STUDENTS
TUESDAY	NOV	5	PROFESSIONAL DEVELOPMENT DAY – ALC CLOSED FOR STUDENTS
WEDNESDAY	NOV	27	THANKSGIVING BREAK - ALC CLOSED
THURSDAY	NOV	28	THANKSGIVING DAY - ALC CLOSED
FRIDAY	NOV	29	THANKSGIVING BREAK - ALC CLOSED
FRIDAY	DEC	20	END OF 2 <sup>ND</sup> QUARTER & 1 <sup>ST</sup> SEMESTER; LAST DAY BEFORE WINTER BREAK
Third Quarter January 6 - March 13 (46 student days)			
MONDAY	JAN	6	CLASSES RESUME FOR STAFF AND STUDENTS
MONDAY	JAN	20	MARTIN LUTHER KING, JR DAY - ALC CLOSED
FRIDAY	FEB	14	PARENT TEACHER CONFERENCES – ALC CLOSED FOR STUDENTS
MONDAY	FEB	17	PRESIDENTS' DAY - ALC CLOSED
THURSDAY	MAR	13	END OF THIRD QUARTER
Fourth Quarter March 14 - May 29 (46 student days)			
FRIDAY	MAR	14	PARENT TEACHER CONFERENCES – ALC CLOSED FOR STUDENTS
THURSDAY	APR	17	LAST DAY OF CLASS BEFORE SPRING BREAK
MONDAY	APR	28	CLASSES RESUME FOR STUDENTS
TUESDAY	MAY	6	PROFESSIONAL DEVELOPMENT DAY – ALC CLOSED FOR STUDENTS
MONDAY	MAY	26	MEMORIAL DAY, ALC CLOSED
THURSDAY	MAY	29	LAST DAY OF SCHOOL FOR STUDENTS
FRIDAY	MAY	30	TEACHER RECORD DAY - ALC CLOSED FOR STUDENTS

Quarters	Students (Days/Hours)	Staff (Days)
1st Quarter	43 days – 258 hours	47
2nd Quarter	40 days – 240 hours	42
3rd Quarter	46 days – 276 hours	48
4th Quarter	46 days – 276 hours	49
<b>TOTAL</b>	<b>175 days - 1,050 hours</b>	<b>186</b>

## ALC CONTACT INFORMATION

The Alternate Learning Center  
3939 Wrenwood Rd.  
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419.473.3442 Phone  
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## ABOUT THE ESC OF LAKE ERIE WEST AND ALC PROGRAM

### ESC of Lake Erie West

Located in the heart of Toledo and established in 1914, the ESC of Lake Erie West is one of the largest educational service centers in the State of Ohio. The ESC of Lake Erie West is part of a statewide network of ESCs in Ohio. Providing services at the local, regional, and statewide level, the ESC of Lake Erie West's mission is to "provide quality resources, services, and opportunities that meet the unique needs of our partners in the educational community".

At the local level, the ESC of Lake Erie West is affiliated with nine districts in Lucas and Wood counties (Anthony Wayne, Maumee, Oregon, Ottawa Hills, Perrysburg, Rossford, Springfield, Sylvania, and Washington Local). Services to these districts range from direct contracted services (e.g., the ALC program, early childhood preschool program, speech therapists) to indirect services (e.g., professional development on new Ohio education initiatives).

Complete copies of all policies of the ESC of Lake Erie West are available online at <https://www.boarddocs.com/oh/esclew/Board.nsf/Public>

### Alternate Learning Center (ALC) Program

Based on the Ohio Department of Education and Workforce's (ODEW) continuum of special education services, students referred to the ALC are identified as best served in a separate educational facility. Our goal at the ALC is to support all students in acquiring the academic, social, and emotional skills necessary to return to their home schools. Therefore, the ALC program provides Specially Designed Instruction (SDI), along with individualized accommodations and modifications, designed to promote each student's educational success. Overall, the ALC Program takes a holistic approach to addressing the social-emotional needs, academic needs, and overall well-being of every student we serve operating from a foundation of trauma informed, restorative practice.

At the ALC, students work on individualized behavioral and social emotional learning goals signifying their increasing ability to demonstrate respectful, responsible, and safe behavior. As a means of parent/teacher communication, goal sheet summary forms go home each day for parent/guardian review and signature. Students then bring signed goal sheets back to school each morning. Students' progress toward eventual transition back to their home school or toward graduations is monitored using cumulative data from their individualized daily goal sheets.

Placement back in the home school is determined by, but not limited to, a number of factors including:

- ✓ Consistent attendance
- ✓ Achieving passing grades in all classes including Art & Phys. Ed.

- ✓ Making progress towards meeting individual academic and behavioral/social emotional learning IEP goals
- ✓ Progression toward meeting increasingly challenging, individualized daily classroom goals focused on pro-social behavior/social emotional learning skills
- ✓ Following ALC's school wide PBIS matrix outlining positive, expected behaviors throughout the school setting as documented by daily goal sheet percentages, punches on punch cards, and/or behavior reports
- ✓ Reduction in or absence of major behavioral incidents; and
- ✓ Agreement of the IEP team

## **Services Provided at the Alternate Learning Center**

The following services are available to our students:

- Specially Designed Instruction
- Positive Behavior Interventions and Supports (PBIS)
- Brief/Solution Focused Counseling
- Social-Emotional Curriculum and Supports
- Trauma-Informed Care
- Social Skills Training
- Referral and Linkage to Community Resources
- Occupational & Physical Therapy, Speech Language Therapy, and Audiology Services (when identified via student's ETR/IEP)
- School Psychological Services
- Adaptive Physical Education

## **Alternate Learning Center Vision Statement**

The Alternate Learning Center (ALC) promotes our students' academic, social-emotional, and lifelong success within a relationship-centered, trauma-informed learning environment fostering students' social-emotional needs including self-management, self-awareness, responsible decision making, relationship skills, and social awareness.

## **Parent/Guardian Involvement**

Our goal at the ALC is to create a supportive and nurturing learning community. Research shows that children achieve their greatest success when the significant adults in their lives continually work together in partnership to encourage and empower students as they master academic, social-emotional, and life skills.

We recognize that parents/guardians and family are critical members of our educational team and are the most influential people in our students lives.

We know from experience that regular communication between our families and ALC personnel optimizes our collective ability to maintain consistent educational and behavioral



expectations across home and school settings. We encourage parents/guardians participation in the planning, goal setting, and interventions involving their child.

Parents/guardians have the right to review ALC's curriculum and instructional materials. Parents/guardians also have the right to receive copies of assessment results for their child. Parents/guardians and students can monitor academic progress at any time on PowerSchool. Parents/guardians and students receive passwords to logon to PowerSchool upon entry to the ALC Program. Anytime you are in need of a new password, please contact the main office at 419-473-3442.

## ALC ACADEMIC PROGRAM

### Academics

The ALC's administrative, teaching, and support staff maintain high academic expectations for all students. ALC utilizes Ohio's Learning Standards and current "Best Practices" outlined on the ODEW website in adopting all instructional materials and practices. Furthermore, the curriculum used at the ALC complies with all current ODEW requirements for graduation. Some courses are offered on a rotating basis. When needed, the ALC administrative team may coordinate with home school districts to use the State approved "Credit Flex" option to help individual students meet graduation requirements.

According to federal and state law, educational facilities must provide students with disabilities a free, appropriate public education (FAPE). Consequently, the ALC provides students full access to state approved curriculum, evidence-based social emotional curriculum, and career and college readiness. Instruction aligns with Ohio's Learning Standards. IEP goals drive interventions and supports provided to ensure each individual student's academic success. Further, using Specially Designed Instruction, small groups, a classroom rotation model, differentiated instruction, and individualized accommodations, classroom teachers instruct each student at their current grade level.

According to state law, students attending the ALC participate in annual, mandatory Ohio State Testing. Additionally, ALC utilizes select vendor assessments throughout the year to determine student benchmarks in the areas of reading fluency, math computation skills, and math application. Assessment results provide data for the progress monitoring of all students, kindergarten through grade 12, enabling teachers to provide individualized, standards-based, specially designed instruction. Testing results and assessment data support decision-making regarding curriculum choice, teaching strategies, and accommodations and modifications designed to meet our students' individual needs.

Ongoing professional development is provided to support teachers and support staff in their efforts to meet the complex, individual needs of our students. Throughout the year, professional development opportunities include but are not limited to: updates on Ohio Learning Standards and Ohio State Testing, use of digital tools within the classroom, utilization of effective classroom

management strategies, use of differentiated instruction, Ohio's Improvement Process, Positive Behavior and Intervention Supports (PBIS), behavior management strategies, social-emotional learning, trauma-informed care, restorative practice, student growth measures, formative assessment, and other relevant topics. Professional development opportunities enable teachers to acquire, maintain, and perform best practice interventions and strategies.

### **Mid-Terms**

ALC staff send mid-term reports electronically or by mail midway through each grading period. Mid-term reports provide parents/guardians with notice of how their child is progressing. Mid-term academic reports serve to foster communication between parents/guardians and the ALC and alert parents/guardians if the student is at risk of failing.

### **Report Cards/Progress Reports**

Quarterly during the school year, ALC sends report cards to parents/guardians through the mail. They are also available electronically via PowerSchool. Progress reports on current IEP goals accompany report cards in the mail for each grading period. ALC also provides a copy of grades and progress reports to each student's home school district.

### **Computer and Network Usage**

Students are responsible for appropriate and lawful use of computers, digital classroom tools, and the Internet/Network. Misuse of computers, digital classroom tools, and/or the Internet/Network can jeopardize a student's access to those privileges. While the ALC teachers and other staff will make reasonable efforts to supervise student network and Internet use, students must cooperate in exercising and promoting responsible, respectful, and safe use of these tools. Students receive annual training on Internet usage and safety.

The *Student Education Technology & Internet Acceptable Use Guidelines* must be reviewed, signed, and returned before a student will be given the opportunity to enjoy Internet access at the ALC. If a student is under eighteen (18) years of age, they must also have a parent or legal guardian read and sign these guidelines. The ALC cannot provide access to any student who, if eighteen (18) or older, fails to sign and submit the signed guidelines to the ALC as directed or, if less than eighteen (18), does not return the guidelines as directed with the signatures of the student and their parents or guardians.

### **Class Fees**

Class fees are payable by check or money order and should be turned in promptly to the office of the ALC Director. Program fees are set annually by the Governing Board. Unless they meet eligibility requirements for a free lunch under the "National School Lunch Act" and the "Child Nutrition Act of 1966," current class fees for each student attending the ALC is \$45.00.

## Remote Learning

In the event the ESC of Lake Erie West and/or our partner school districts are required to halt in-person student instruction which would require remote instruction, all provisions and policies in this Handbook remain in effect for students participating in remote learning.

The ESC of Lake Erie West has developed a remote learning plan that will be implemented if remote learning is necessary. Details of this plan will be shared with parents/guardians if such implementation is necessary.

If remote learning is implemented, our goals are simple: 1) Make remote learning as manageable as possible for families; 2) stay connected with our students and their families and 3) work to keep students engaged and actively learning.

## ALC STUDENT BEHAVIOR POLICES AND PROCEDURES

### ALC Eagles Pledge

*At ALC we soar like Eagles rising to new heights because...*

**We respect ourselves and others**

using kind words.

**We act responsibly**

Coming to school every day

ready to learn

completing our work,

and asking for help when we need it.

**We are safe**

Keeping our hands, feet, and objects to ourselves,

staying in our area and following the rules.

We know that by doing these things, we can ALL learn and

**BE SUCCESSFUL!**

### Positive Behavioral Intervention and Supports (PBIS)

The ALC incorporates PBIS to establish a safe and positive learning environment for your child. PBIS is a school wide approach to encouraging positive behavior while preventing and responding to challenging student behaviors. At the ALC, PBIS has three major components: BE RESEPECTFUL, BE RESPONSIBLE, AND BE SAFE. Our PBIS Behavior Matrix lists specific expectations for respectful, responsible, and safe behaviors in all areas of the school environment. (See Appendix A.) To create a truly positive learning environment, students are instructed daily on PBIS components using lessons, activities, demonstrations, videos, and role-play. Students also receive direct instruction to build social and emotional skills.

To reinforce positive behavior, when staff observe students demonstrating expected behavior students are rewarded with 'Dojo Points' through ClassDojo paired with behavior specific praise. Every Friday, students can spend their Dojo points in *The Eagles Nest* school store. Students also earn special privileges from teachers, participate in classroom-based incentives, and participate in whole-school activities after meeting specific goals and/or demonstrating positive, expected behaviors. For more information regarding the ALC's PBIS program, please visit our website at: <http://www.eslakeeriewest.org/AlternateLearningCenter.aspx>

## **Bullying and Aggressive Behavior**

It is the policy of the ALC to maintain an education and work environment free from all forms of unlawful harassment including sexual harassment and bullying. All students, administrators, teachers, staff, and other personnel share responsibility for preventing, avoiding, discouraging, and reporting any form of unlawful harassment. Harassment, intimidation, or bullying behavior by any student and/or personnel at the ALC is strictly prohibited. Such conduct may result in disciplinary action. This prohibition includes any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance. This may involve:

- Teasing
- Threats
- Intimidation
- Stalking
- Cyber-stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of property

Aggression consists of a range of behaviors that can result in both physical and psychological harm to oneself, others, or objects in the environment. Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Cyber bullying refers to electronically transmitted acts (i.e., use of Internet, e-mail, cell phone, personal digital assistance (PDA) or wireless handheld device) that a student(s) or group of students exhibits toward another student(s) more than once with the behavior causing mental or physical harm and being sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.

Bullying behavior is defined as inappropriate conduct repeated or serious enough to negatively impact a student's educational, physical, or emotional well-being. Examples of bullying/aggressive behavior include, but are not limited to, stalking, cyber-bullying, intimidation, menacing, coercion, name-calling, taunting, threatening, and hazing. In addition, the ALC will not tolerate any gestures, comments, threats, or actions which threaten to cause bodily harm or personal degradation.

Anyone witnessing bullying at or around the ALC, on the bus, or at an ALC function must report the bullying to the administrative team, anonymously or otherwise, by filing a reporting form provided by the ALC (see Appendix B). Employees must document any incidence of bullying they witness by filling out a behavior log entry as well as making a police report and/or filing an *Unusual Incident Report*. Staff members are also required to complete the ALC designated form to identify a possible bullying incident. Bullying is not considered a mediation issue; consequently, victims of the bullying will not be expected to discuss the incident with the perpetrator. The ALC staff will work with each party involved in the bullying incident independently.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying/aggressive behavior is prohibited and will not be tolerated.

It is not optional to identify, refer, and address incidents of bullying at the ALC. It is a requirement that the administrative team will:

- ✓ Investigate within 24 hours or the next consecutive school day any complaints, anonymous or otherwise;
- ✓ Complete the identified form in writing indicating an investigation took place;
- ✓ Report the investigation to the parents/guardians of accused; and
- ✓ Report the investigation to the parents/guardians of the alleged victim.

Perpetrators of bullying, once identified, and depending on the severity of the bullying, may be disciplined through the following steps:

- ✓ Discussion with administrative team and Mental Health Professional clearly identifying the bullying and warning of consequences that will follow should the bullying continue;
- ✓ Communication with parent/guardians to inform them of the situation and the disciplinary measures that will take place should their child continue to bully;
- ✓ Removal from the classroom if a second incident of bullying, harassment, or intimidation is verified based on the formal definition;
- ✓ Completion of a reflective/problem solving assignment with a member of the administrative team; and
- ✓ Arrest by a local law official, communication with the student's probation officer if applicable, and possible transition to remove the student from the victim's class if

continued verified incidents occur.

The administrative team is not limited to the above steps when dealing with bullying. These steps are guidelines for progressive discipline of bullying in order to prevent and/or eliminate bullying and do not need to be administered in the order presented.

### **Gang Activity**

Membership in or affiliation with a gang is a serious matter. No gang-related activity will be permitted by any student attending the ALC. Any student known to be a gang member or participant in gang-related behavior will be reported to the proper authorities. ALC staff will notify parent(s)/guardian(s) of any student suspected of gang membership and their name will be submitted to the Gang Task Force. No gang identification is permitted on ALC premises.

### **Harassment and Discrimination**

The ALC will diligently enforce its prohibition of discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information in all ALC-related programs and activities. The ALC encourages those within the ALC community as well as third parties who feel aggrieved to seek assistance to rectify such problems. The administrative team will investigate all allegations of unlawful harassment, and in those cases where unlawful harassment is substantiated, the administrative team will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to disciplinary action. If you believe you are the victim of discrimination, you may contact either the Director or the ESC of Lake Erie West Compliance Officer. The ESC of Lake Erie West Compliance Officer can be reached at 419-246-3135.

### **Disciplinary Procedures**

The discipline process at ALC is viewed as both an educational and personal growth experience. When students fail to display a sense of maturity, responsibility, and self-control or make a poor decision by violating ALC policy, disciplinary sanctions will be administered as detailed in the Alternate Learning Center's Handbook.

At each level of offense, the administrative team will apply the most appropriate consequence for the behavior. In determining consequences, the educational team considers the nature of the offense and the frequency and intensity of the behavior. For more serious offenses, the educational team will notify parents/guardians. The ALC's Mental Health Professional may also be involved depending upon the nature of the offense.

When the offense is extremely serious and/or in violation of Toledo's Safe School Ordinance, the student may incur a safe school ordinance violation or other legal charge. Charges will be filed at the discretion of the administrative team. Specific charges depend upon the nature and seriousness of the offense. Formal charges may be filed in Lucas County Juvenile Court, and the

student may be arrested and transported to the Lucas County Juvenile Detention Center. The ALC will notify parents/guardians when such action is taken. (See Section on Toledo's Safe School Ordinance.) Further, ALC's administrative team may conduct a formal Threat Assessment and implement a Safety Plan to address safety concerns of all parties involved.

Due to the unique needs of our student population, many factors are considered in the discipline process. Because disciplinary action is based on each student's Individual Education Plan (IEP), Functional Behavior Assessment (FBA) and accompanying behavior plans, consequences for student infractions may not be the same for every individual. Rather, the administrative team attempts to design a disciplinary approach most meaningful to each individual student. With this in mind, the administrative team reserves the right to provide students with an alternative penalty that may allow for reconciliation and growth. Such alternatives may include but are not limited to:

- Formal threat assessment
- Peer mediation
- Service hours
- Denied participation in special events
- Any other alternative disciplinary actions deemed appropriate.

## **Restraint and Seclusion**

The ALC is committed to providing a respectful, responsible, and safe learning environment. All staff members receive training in Non-Violent Crisis Prevention Intervention (CPI) to ensure the care, welfare, safety, and security of staff and students. CPI strategies enable staff to prevent and respond to challenging behaviors and de-escalate crisis situations. Only trained staff may use CPI approved physical holds. CPI approved physical holds are only used as a last resort once it has been determined that the student's behavior may cause harm to themselves or others. For more information regarding CPI, please visit <https://www.crisisprevention.com/Industries/Education-Professionals>.

The ALC implements the Positive Behavior Intervention and Supports (PBIS) framework to prevent, reduce, and eliminate the need to use restraint. PBIS incorporates a continuum of strategies including but not limited to positive reinforcement, specifically taught coping strategies, redirection, sensory breaks, and breaks in designated spaces supervised by an adult trained to de-escalate challenging and/or aggressive behavior. ALC also operates from a trauma informed resilient schools framework. All our staff receive training through Starr Commonwealth.

The ALC does not utilize seclusion as an intervention.

## **Student Code of Conduct**

### Behavioral Expectations

- No fighting is permitted within the building or on the property. This includes threatening, physical, and/or verbal abuse toward other students and staff.
- Bullying and harassment of others is strictly prohibited.
- No destruction, defacing, or removal of school property is permitted. This includes malicious mischief or vandalism causing destruction or unsightly alteration of appearance of school property. Examples of such activity include permanent marking on any surface, disassembly, or destruction of property. Damage to school property may result in either a fine or a charge for reimbursement to repair the damage. (*See Destruction of Property on p. 22.*)
- No gambling of any kind will be permitted on school grounds.

### Controlled Substances

- Possession, consumption, purchase, attempt to purchase, and/or use of tobacco products on or near campus during the ALC hours or at any ALC event is prohibited at all times. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.
- No drugs (including alcohol, controlled substances, steroids, or look-alike drugs) will be used, sold, or possessed at the ALC. Drug paraphernalia is also prohibited. Paraphernalia includes, but is not limited to, the following: any form of “bowls”; or other marijuana equipment and materials; cigarette papers; roach clips; vaping-related equipment and materials; lighters; or matches.
- No one will be permitted in the ALC under the influence of drugs or alcohol. Suspicion of use or possession will result in a search, and notification of parents/guardian, probation officer, and/or police as well as a call for emergency medical attention as needed to ensure the safety and wellbeing of the student. Visual evidence of a substance and/or use, impaired behavior, or any form of transaction will be used as evidence. If it is determined a student is under the influence while at the ALC, the parent/guardian will immediately be notified and the student will be sent home.

### Weapons and Explosives

- No weapons are allowed at the ALC, at any ALC activity, or on school transportation.



Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. No item that can inflict harm on another person is permitted on the ALC premises (e.g., pepper spray, Mace) or on school transportation.

- No explosive devices (e.g., firecrackers, fireballs, cherry bombs) are permitted on the ALC premises or on school transportation.
- No lighters, matches, or any device used to start a fire are permitted on ALC premises or on school transportation.

### Electronic Devices and Media

- If allowed by the home school district, students may be permitted to bring electronic devices (e.g., cell phones, music players) for use on school transportation. Before students can utilize this opportunity, they are expected to review and sign the *Student Contract for Electronic Devices*. (See Appendix C)
- All electronic devices must be turned into a member of the Building Leadership Team upon arrival each morning to be stored in a secure location. All devices will be returned to students after they have been dismissed from school for the day. If students do not turn in devices upon arrival, devices will be confiscated and will not be returned until the end of the school day resulting in a violation of the Student Contract for Electronic Devices. A second violation of the Student Contract for Electronic Devices will result in confiscation of devices, and devices being returned at the discretion of the Director.
- Use of electronic devices in restrooms, in the hallways, in the lobby, in the office, or outside of the classroom is not permitted.
- Media (e.g., music, literature, movies, magazines) containing inappropriate or explicit material is not allowed in the building and will be confiscated and returned only to a parent or legal guardian.

### Other Student Rules

- **Book bags, backpacks, satchels, bags, or purses are not permitted in the building.**
- Students are not permitted to bring personal items to the classroom.
  - Approved items will be kept in the locked cabinet in the main lobby.
- Students are not permitted to bring soda pop, caffeinated beverages, candy, glass bottles or glass containers into the building.
- Students are not permitted to bring thermoses or water containers into the building.
  - No open bottles of any kind are permitted.
- Food and drink are permitted only during breakfast and lunch. Lunch items will be kept in the kitchen area and delivered at lunch time. Please consult with your child's homeroom teacher to determine if they have a scheduled snack time. ALC staff do not provide snacks. However, parents are welcome to send snack items with their child to be consumed when snack is built into their schedule.

- Students are not permitted to use the classroom or office phones. In an extreme situation, a student may obtain permission from the Director to make a monitored phone call from the office. Students are not to receive phone calls during the school day.
- Students are supervised by staff at all times in the ALC Program.
  - Students will be escorted by ALC staff at all times throughout the building.
  - Students will take restroom breaks accompanied by staff.

## **Dress Code and Personal Appearance**

The ALC maintains high standards for behavior and academic success, and a neat appearance instills a sense of pride and discipline in students. Parents, students, and school staff share responsibility for ensuring proper dress for ALC students.

Clothing should not present a disruption, safety risk, or health concern. Therefore, the ALC has adopted the following dress code for all students. Please review these dress code expectations with your child to ensure they follow these important rules in place to help maintain the safety and security of our educational environment.

**Students are NOT ALLOWED to wear or display the following:**

- Shorts under five inches
- Skirts or dresses
- Sagging or excessively baggy pants
- Pants worn below the waist allowing for underwear or panties to be visible
- Yoga, stretch, spandex, and excessively tight pants or shorts
- Half-shirts, cropped tops, halter tops, sheer or see-through shirts allowing for visible bra or visible cleavage
- Shirts with sexually suggestive or obscene messages
- Shirts promoting tobacco, drugs, vaping, or alcohol use
- Pajamas
- Open toed shoes, sandals, slippers, or flip flops
- Heavy boots, work boots, steel-toed boots, or steel-toed shoes
- Hats, caps, or bandanas of any kind. These must be removed before entering the building
- Body piercings (other than ears)
- Smart watches or other wearable electronics that can connect to the internet, connect to cellular service, record, film, or take pictures
- Sunglasses

The dress code remains in effect at all times in the building on all school days. Students will not be permitted to report to their homeroom if they arrive with dress code violations.

Parents/guardians will be notified to bring appropriate clothing to the ALC in order to bring the student into dress code compliance. Having the final say, the ALC Director will also use their discretion to determine what is inappropriate.

In addition, the ALC also expects the following:

- Good grooming and neatness are expected of all students. A student's appearance promotes a safe and respectable appearance and is the responsibility of the student and parents/guardians. All students should come to the ALC properly bathed and adhering to basic hygiene practices such as having teeth brushed, clean hair, and wearing deodorant (as is age appropriate).
- Clothing should be clean, without holes that are revealing, and of an appropriate size for the student. Belts are encouraged when needed to keep pants at the natural waistline.
- Personal dress or grooming practices which interfere with schoolwork, create disorder, or disrupt the educational program are not allowed.
- Items that violate dress codes will be held in the ALC office and returned at the discretion of the administrative team.

Ultimately, the ALC Director is the sole determiner as to what is considered appropriate attire and appearance within the ALC environment.

### **Safe School Ordinance (City of Toledo)**

The ALC strictly adheres to the Safe School Ordinance of the city of Toledo: "No person shall assault, strike, threaten or menace a teacher, instructor, professor, person in charge of a class of students or any employee of any school, college or university, while in the performance of his duties, or disrupt, disturb or interfere with the teaching of any class of students, or disrupt, disturb or interfere with any activity conducted in a school, college, or university building, or upon the campus or grounds thereof, or in any public place, or improperly and unlawfully assault, strike, threaten, menace, follow, pursue or lay hands upon a student or other person in a school, college or university building, or upon the grounds or campus thereof, or upon the way to or from any school, college or university, or on the way to and from any school, college or university sponsored activity. Whoever violates this section is guilty of a misdemeanor of the first degree."

### **Safer Ohio School Tip Line**

The ALC participates in the **Safer Ohio School Tip Line (844-723-3764)**. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day.

This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety — whether that involves a threatened mass incident or harm to a single student.

Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty, or schools;

- Hazing;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety-related concerns.

## ALC POLICIES AND PROCEDURES

### **ESC of Lake Erie West Board Policies**

All policies of the ESC of Lake Erie West are available online at <https://www.boarddocs.com/oh/esclew/Board.nsf/Public>

### **Attendance Policy**

Students are expected to be present each day for every period, including homeroom. If a student must be absent, a parent or guardian must notify the ALC Program Secretary at 419-473-3442 at the ALC before 9:00 a.m. on the day of the absence to report the absence. When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the administrative team of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse. Unexcused absences and tardiness will be reflected on the student's goal sheets, (i.e., absences and tardiness will be calculated in their weekly averages).

In the event the ALC must move to a virtual environment, students will be expected to check in with their teachers daily. This may be via email, a virtual classroom platform, virtual meeting, or other method as directed by the teacher. Failure to attend during virtual learning will be counted as an absence.

Excused absences include those caused by sickness, hospital stay, death in the family, religious holiday, or those pre-arranged with the ALC Director and approved at least one week in advance. Parents/guardians are encouraged to schedule all doctor, counseling, and dental appointments after 2:00 p.m. When this is not possible, medical appointments will be considered an excused absence when accompanied by verification from the doctor. An extended medical absence of three days or more must be accompanied by a physician's note.

When a student returns to the ALC after an absence, they must bring a written note from their parents or guardian and must report to the office before going to class. The ALC administrative team will send a letter home to parents/guardians if a student amasses an excessive number of absences: excused or unexcused. Continued absences will be referred to the Lucas County Attendance Officer. (See Truancy Policy.)

## **Destruction of Property**

The ALC charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to their use.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law,

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings and reserves the right to withhold a report card or credits from any student whose payment of such fine is in arrears.

The Board may report to the appropriate juvenile authorities any student whose damage to school property has been serious or chronic in nature.

## **Emergency Medical Authorization**

Annually, the ALC will distribute the Emergency Medical Authorization Form to parents or guardians of all students. In the event emergency medical treatment for a student is necessary, the ALC will adhere to the instructions documented on the form.

## **HIPPA Regulations**

Although schools have been exempted from the Health Insurance Portability and Accountability Act (HIPAA), many of the agencies and agency representatives including hospitals, nurses, physicians, and community mental health centers that work with our students must adhere to these federal guidelines. To ensure necessary information is shared efficiently between these providers and the ALC, (e.g., change in medications, discharge reports from hospitals) we ask parents to sign the ALC Consent to Exchange Information forms for specific providers.

## **Illness and Accidents**

During the course of everyday activities minor accidents may occur. In the event a minor accident involving a student occurs, first aid will be administered immediately.

Whenever a student has contact with another student's blood or other potentially infectious material, the parents/guardians of any students involved will be contacted immediately. The administrative team will discuss follow-up procedures that may be necessary as a result of such exposure.

Should a serious accident occur or an emergency arise, parents/guardians will be notified immediately. In addition, an *Unusual Incident Report* will be completed by staff and a copy sent home to the parent. Therefore, each child's records must contain the home and work numbers of each parent or guardian so they may be contacted in the event of such an emergency. If neither

parent nor guardian can be reached, a staff member will contact one of the other adults listed as emergency contacts in the records.

If a student becomes ill, a decision will be made in collaboration with a parent or guardian whether the student is well enough to remain at the ALC or needs to be sent home. Parents and guardians will be notified when their student is ill, and the student will be released when the parent or guardian comes to the ALC office to sign their child out.

In the event a student has a fever, the student will wait in a designated space in the building and a parent and/or guardian will be called to pick up the student.

A student who is absent for three (3) consecutive days or more due to any health-related problem must bring in written verification from their health provider stating the student was examined and is able to attend school and also providing a description of any limitations or precautions.

## **Immunizations**

In order to safeguard the ALC community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the ALC requires all students to be immunized against poliomyelitis, measles, mumps, rubella (German measles), diphtheria, pertussis, tetanus, chicken pox, Hepatitis B and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades 7 through 12 be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health.

## **Use of Medications**

Before any prescribed medication or treatment may be administered to any student during school hours, a written statement from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent must be on file with the building administrator.

Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the Educational Service Center for the administration of the medication.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Medications to be administered under this policy shall be stored in a locked storage place unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students and unless the medication to be administered is diabetes medication which must be kept in an easily accessible location.

Students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs but only in the presence of a

designated school employee with the exception of students authorized to attend to their diabetes care and management.

Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from the student's parent and physician, and has submitted the Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s) form to the program administrator or director and any licensed health professional assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and the student's parent/guardian and has submitted written approval to the building administrator and any licensed health professional assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the building administrator or health professional. In the event epinephrine is administered by the student or a school employee at school, a school employee shall immediately request assistance from an emergency medical service provider (911).

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

Students who are experiencing an apparent opioid-related drug overdose may be administered Naloxone (Narcan) by a license health professional, or a trained school employee, volunteer, or contractor, to a student or other individual on school grounds. Emergency services will be contacted as soon as is practicable. A designated staff member will also promptly notify the student's parent/guardian.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information.

## **CARE OF STUDENTS WITH DIABETES**

The Governing Board is committed to ensuring that each student enrolled in the Educational Service Center who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating practitioner.

With regard to the administration of diabetes medication: The diabetes medication may be administered by a licensed health professional, or in the absence of a licensed health professional, such medication can be administered by an employee who is trained in diabetes care.

A student with diabetes will be permitted to attend to the student's diabetes care and management, in accordance with the student's treating practitioner's order, during regular school hours and school-sponsored activities only if:

- A. the student's parent, guardian, or other person having care or charge of a student provides a written request that the student be permitted to attend to the student's diabetes care and management while at school); and
- B. the student's treating practitioner has authorized such self-care and determined that the student is capable of performing diabetes care tasks).

A student with diabetes is permitted to possess on the student's self at all times all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board will revoke the student's permission to attend to the care and management of the student's diabetes.

## **CARE OF STUDENTS WITH ACTIVE SEIZURE DISORDERS**

A licensed health professional or another designated employee of the Center will create an individualized seizure action plan for each student with an active seizure disorder diagnosis. The plan will be developed in collaboration with a student's parent or guardian and the student.

Individual seizure action plans are only valid for the school year in which they are written and shall be renewed at least annually at the beginning of each school year. A physical copy of the plan will be maintained in the office of the licensed health professional or with a building administrator.

The licensed health professional or the building administrator will provide written notice summarizing the existence and content of the plan to all school employees, contractors, and volunteers who regularly interact with the student, have a legitimate educational interest in the student, are responsible for the direct supervision of the student, or provide transportation to the student to and from school or a school-related activity. The notice and the seizure plan will be maintained confidentially in accordance with Board policy and State law.

A licensed health professional or a building administrator will coordinate the student's care while at school and school-related activities and will ensure that appropriate staff, contractors, and volunteers who receive notice of the plan are also trained in the care of students with seizures. The licensed health professional or a building administrator will also identify each individual who has received training to administer drugs prescribed for the treatment of seizure disorders.

## **Closings & Delays**

Parents/guardians need to follow school closings and delays for both the ALC and their home school districts. As a result of inclement weather, there may be occasions where an individual home school district has a delay or is closed with no buses running. When buses are not running and the ALC is open, parents/guardians may provide transportation for their child that day.

When the ALC is closed or delayed due to severe weather or emergency conditions, announcements will be made on local radio and TV stations. The announcements will specifically state:



**EDUCATIONAL SERVICE CENTER OF LAKE ERIE WEST (ESC)/ALC**

**or**

**ALC**

***(419) 473-3442 if you need to call the ALC***

Stations reporting cancellations and/or delays are TV stations (Channels 11, 13, and 24). ALC will also post closures using the ClassDojo platform.

If the home district closes due to inclement weather, the district will NOT provide transportation to the ALC. If the home district is delayed, the district will provide transportation to the ALC at the announced time (if there is a two-hour delay then transportation will be two hours later than normal).

**School Lunch and Breakfast Program**

The Alternate Learning Center participates in the National School Breakfast and Lunch Program (NSBL). The types of meals provided with the school meal program encompass standards defined by the Dietary Guidelines. All meals are provided through an outside vendor and are planned according to the standards of the National School Lunch and Breakfast Program. Students order lunch through their homeroom teacher. When applicable, families are billed through the ESC of Lake Erie West Treasurer's office.

Free and reduced price lunches are available to students who qualify by meeting the eligibility guidelines. Applications are available through the main office or you can place a request to have one sent home. Applications are also available on the ESC Lake Erie West website.

Applications are accepted any time during the school year. Families experiencing a change in employment or income during the school year may apply for benefits. At no time is any child discriminated against because of race, sex, color, national origin, age, or handicap. Please note that the student will be charged full price for meals if the ALC does not have a current application on file. Students who qualified last school year are automatically qualified for the first 30 days of the new school year. However, a new application must be completed for the current school year within 30 days from the start of the school year for the child to continue on the program. Please contact the main office if you have any questions.

**Fire, Tornado, and Safety Drills**

The ALC has a state approved safety plan. The ALC program complies with all safety laws and will conduct fire drills and tornado drills in accordance with State guidance and regulations. Teachers will provide specific instructions on how to proceed in the event of a fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building.

Emergency Management Tests are conducted once per school year. Not all Emergency Management Tests involve student participation. If students are participating, teachers will

provide specific instruction on the appropriate procedures to follow.

## **Search and Seizure**

The ALC Director is charged with the responsibility for the safety and well-being of students. In keeping with that responsibility, they may search the person or property of a student, with or without the student's consent whenever they reasonably suspect a search is required to discover evidence of a violation of the law or the ALC rules.

Search of a student's person or personal belongings will be conducted by a person of the student's gender in the presence of another staff member of the same gender.

Searches of ALC lockers may be randomly conducted as part of the School Safety Plan or if there is reasonable suspicion that students may be in possession of contraband or other materials that may interrupt the learning process.

Items brought to the ALC that are not allowed as per the ALC handbook will be held in the office by the Director and returned as follows:

- 1) First offense: end of the day;
- 2) Second offense: end of the week with a letter mailed home that if an additional offense occurs, the item will be kept until the end of the quarter; and
- 3) Third offense: to the parent/guardian at the end of the quarter.

*The presence of illegal items/substances will be reported to law enforcement.*

## **Student Privacy**

The ALC respects the privacy rights of parents/guardians and their children. No student without prior written consent of the student (if an adult or an emancipated minor) or their parents/guardians (if not an adult or emancipated minor), shall be required as a part of the ALC program or curriculum to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or their parents/guardians;
- mental or physical problems of the student or their family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close, family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or their parents/guardians; and
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the ALC to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the ALC Director.

Additionally, parents/guardians have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student.

The ALC will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

## **Student Records**

The records of all students who attend the ALC are permanently maintained by their home district. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the ALC are compiled and maintained by the ALC.

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

1. The right to inspect and review the student's education records within 45 days after the day the student's home district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the ALC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - The ESC of Lake Erie West may disclose appropriately designated "directory information" without consent unless the parent has submitted a written refusal by the end of the second full week of school.
  - Directory information is defined by the ESC of Lake Erie West as the student's name, address, telephone number, date and place of birth, and dates of attendance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the ESC of Lake Erie West to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

U. S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue SW  
Washington, DC 20202-8520

## **Student Wellness**

The ESC of Lake Erie West recognizes that good nutrition and regular physical activity affect the health and well-being of the ALC's students. Furthermore, research suggests a positive correlation between a student's health and well-being and their ability to learn. Moreover, by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school, schools can play an important role in the developmental process by which students establish their health and nutrition habits.

The ESC of Lake Erie West believes supporting the students' development of healthy behaviors and habits regarding nutrition and exercise cannot be accomplished by the schools alone. It will be necessary for staff, parents/guardians, and the public at large to be collaboratively involved in a community-wide effort to promote, support, and model those healthy behaviors and habits.

## **Tardiness**

Students arrive at ALC no earlier than 7:30 a.m. and dismiss at 2:00 p.m. Students are expected to be in their classrooms, including homeroom, on time. Unless the delay is caused by a delay in school district transportation, whenever a student arrives at the ALC later than 7:30 a.m., they must report to the office with the student's parent/guardian prior to going to class. Oversleeping or missing the bus is not an accepted excuse for being tardy. Two unexcused tardies count as one unexcused absence.

## **Transportation**

The ALC serves students from multiple school districts. Therefore, the program works with multiple transportation systems including buses, vans, cab services, and public transportation. However, transportation is the responsibility of the home school district placing students at the ALC. Students are responsible for following the bussing policies set forth by the home school district. Students' home school district and the ALC share responsibility for parental notification and discipline of bus misconduct.

To ensure the safe arrival and departure of all students, NO STUDENT WILL BE ALLOWED TO DRIVE TO THE ALC. Additionally, STUDENTS ARE NOT ALLOWED TO BE PICKED UP BY ANYONE NOT AUTHORIZED AND LISTED IN THE ALC STUDENT FILE. Any related exceptions must be made in writing by the parents/guardians or person holding legal custody and submitted to the ALC administrator. Due to safety concerns, students will not be allowed to walk or bicycle to the ALC.

Students cannot be picked up or dropped off at locations other than those approved by the home school district. The ALC assumes no responsibility for students who choose to walk or get off the bus at locations not authorized by the home school district's transportation department.

## **Truancy Policy**

It is the legal responsibility of ESC of Lake Erie West to enforce the State of Ohio's compulsory attendance laws. Attendance records for each child, including exact dates of absence/truancy, must be kept for all students at all schools.

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The ALC shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

When a student is habitually truant, the following will occur:

- 1) Within ten (10) days of a student becoming habitually truant, the administrative team shall assign the student to an absence intervention team.
- 2) The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the administrative team shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team
- 3) Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student; but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented if the child has refused to participate in or failed to make satisfactory progress on the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian with written notice of the plan.
- 4) As part of the absence intervention plan, the ALC Director may, at their discretion, contact the appropriate juvenile court official and ask to have a student informally enrolled in any alternative to adjudication described in Ohio Revised Code 2151.27(G).

## **Unauthorized Departure**

Students who leave the building without authorization before the end of the day will be counted as truant. We will make every effort (e.g., following the student outside) to ensure a

safe return to the building). As a safety precaution, ALC staff will notify the Toledo Police Department and parents/guardians. Students that have left school grounds may not be permitted back in the building or on transportation if deemed a safety risk to others.

### **Additional Information**

This handbook along with other necessary documents or forms can be accessed or printed via the ESC of Lake Erie West website under Programs and Services/Alternate Learning Center.

# Appendix A: ALC PBIS Behavior Matrix

## ALTERNATE LEARNING CENTER PBIS BEHAVIOR MATRIX



CLASSROOM LUNCHROOM BATHROOMS ARRIVAL/ DEPARTURE HALLWAY GYM/RECESS

<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Check and follow posted voice volume card.</li> <li>Raise your hand.</li> <li>Wait to be called on.</li> <li>Use positive language.</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly in line while getting lunch.</li> <li>Greet lunch staff.</li> <li>Use positive language.</li> <li>Say please and thank you.</li> </ul>	<ul style="list-style-type: none"> <li>Use voice volume 1.</li> <li>Use positive language.</li> <li>Follow classroom bathroom procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Greet staff hello/goodbye.</li> <li>Use voice volume 3.</li> <li>Use positive language.</li> </ul>	<ul style="list-style-type: none"> <li>Use voice volume 2.</li> <li>Use positive language.</li> </ul>	<ul style="list-style-type: none"> <li>Share equipment.</li> <li>Include everyone.</li> <li>Follow adult directions.</li> <li>Use positive language.</li> </ul>
	<ul style="list-style-type: none"> <li>Participate.</li> <li>Complete assigned work.</li> <li>Stay on topic.</li> <li>Return materials to designated space.</li> <li>Follow dress code.</li> <li>Follow directions given by an adult.</li> </ul>	<ul style="list-style-type: none"> <li>Use voice volume 3.</li> <li>Clean up your area before exiting.</li> </ul>	<ul style="list-style-type: none"> <li>Poop and pee in the toilet.</li> <li>Wipe yourself then place toilet paper in the toilet.</li> <li>Flush the toilet.</li> </ul>	<ul style="list-style-type: none"> <li>Follow arrival or departure routine.</li> <li>Arrive in dress code.</li> <li>Turn in all personal items.</li> <li>Hang up/take home coat(s).</li> <li>Go directly to assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>Walk in a straight, single-file line.</li> <li>Stay on right side of hallway/ stairs.</li> </ul>	<ul style="list-style-type: none"> <li>Follow classroom recess routine.</li> <li>Return all equipment.</li> <li>Line up when directed by an adult.</li> </ul>
	<ul style="list-style-type: none"> <li>Stay in your assigned area.</li> <li>Keep hands, feet, and objects to self.</li> <li>Follow classroom expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your assigned seat.</li> <li>Keep hands/feet/objects to self.</li> <li>Enter and exit through designated doors.</li> <li>Eat only your own food.</li> </ul>	<ul style="list-style-type: none"> <li>Wash and dry hands.</li> <li>Throw paper towels in garbage.</li> <li>Report any problems to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on sidewalk.</li> <li>Stay in assigned area.</li> <li>Keep hands, feet, and objects to self.</li> <li>Leave bags, backpacks, toys, and other non-approved items at home.</li> </ul>	<ul style="list-style-type: none"> <li>Arms length between students in line.</li> <li>Walk.</li> <li>Keep hands, feet, and objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>Use recess equipment properly</li> <li>Walk to and from playground/ outside.</li> <li>Stay in assigned area.</li> <li>Stay with your class.</li> </ul>





## Appendix B: ALC Bullying Reporting Form

### Alternate Learning Center

#### Bullying Reporting Form

*Return to Mrs. Theiss "Counseling Box" or to a school staff member*

Optional

Your name: \_\_\_\_\_

Your grade: \_\_\_\_\_

Bully's name: \_\_\_\_\_

Bully's grade: \_\_\_\_\_

Needed

Circle **where** the bullying happened:

Classroom

Hallway

Bathroom

Playground

Art/ Gym

Outside of School

Internet

Cell Phone

Outside of school building on school property

Other: \_\_\_\_\_

Circle **when** the bullying happened:

Before School

After School

Morning

Lunch Time

Afternoon

Other: (time, if unknown): \_\_\_\_\_

Circle **what** happened. "I was ... or "I saw someone get ..."

hit

kicked

pushed

teased

laughed at

cyber-bullied (internet/ cell phone) excluded on purpose

Other: \_\_\_\_\_

Describe the incident to the best of your ability:

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## Appendix C: Student Contract for Electronic Devices

### STUDENT CONTRACT FOR ELECTRONIC DEVICES

Should a student not have this signed contract on file, they will lose their opportunity for a warning and have their electronic device privileges revoked for the remainder of the school year.

**Maintaining the integrity of the learning environment is the top priority**

- Students will be permitted to have an electronic device in their possession throughout the school day **IF AND ONLY IF THEY ARE ON LEVEL 4 OF THE ALC LEVEL SYSTEM OR ABOVE.**
- Students may only use electronic devices after getting teacher permission during non-instructional time. **NO ELECTRONIC DEVICES PERMITTED IN HALLWAYS, OFFICE, OR RESTROOMS.**
- ☐ Students **MUST** have electronic devices turned OFF and turn them into staff upon entering the building; **NO EXCEPTIONS.**

**Should a student be observed using an electronic device(s) during the school day, discipline will include but is not limited to confiscation of the device(s).** Additionally, student abuse of this policy will result in the student losing the privilege to bring an electronic device to the ALC for a period of time as determined by the administrator.

- Student behavior concerning electronic devices must be consistent with the ***Student Education Technology & Internet Acceptable Use Guidelines***
- Student electronic devices found during the school day without permission will result in confiscation of the device and disciplinary action.
- Confiscated devices will be returned according to the ALC Handbook procedures for first and second offenses

**During times of testing and other student evaluations, teachers may remove the electronic devices from student possession and lock them in the homeroom lock box reducing the possibility of compromised test security.**

**Fire drills, assemblies, or other evacuations are considered blackouts for electronic devices. During such situations, there will be absolute ZERO TOLERANCE for use of electronic devices.**

**Cell phone make, model, and phone number:**

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*(This information will be used in any attempt to locate your phone should it be lost or stolen.)*

***Should you acquire a new cell phone, you must furnish the make, model, and number of your phone to the main office immediately, or this contract will be null and void.***

### STUDENT CONTRACT

I, \_\_\_\_\_ (student's name) understand that possession of an electronic device on the ALC campus is a privilege and that it may be revoked at any time by the administration for violating this policy regarding such possession, which I have been provided with and read. Furthermore, I understand that the ALC and its employees are in no way responsible for any theft or damage to my electronic device(s) while on school grounds. The ALC is not obligated to investigate the loss or damage of any electronic device(s).

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### PARENT CONTRACT

I, \_\_\_\_\_ (parent's name) understand this contract regarding my student's possession of an electronic device(s) on campus. Furthermore, I understand that the ALC and its employees are in no way responsible for any theft or damage of electronic devices while on school grounds. The ALC is not obligated to investigate the loss or damage of any electronic device. Should my student's electronic device be confiscated, I understand that it will only be returned when I come to the ALC to retrieve it on or after the designated date deemed by the administrator.

**Parent/ Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Appendix D: Student Education Technology & Internet Acceptable Use Guidelines

### Board Policy 7540.03 - Student Technology Acceptable Use and Safety (Adopted 5/9/2023)

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Governing Board provides Information & Technology Resources to support the educational and professional needs of its students and staff. With respect to students, Center Information & Technology Resources affords them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Educational Service Center's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of Center Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the Center's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and the Student Code of Conduct govern students' use of Center Information & Technology Resources and students' personal communication devices when they are connected to Center Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property.

Students are prohibited from using Center Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are limited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using Center Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Center Information & Technology

Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Directors are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

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

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining'), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of Center Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use Center Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

In order to keep Center Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all Center-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication for which they have been trained. Directors are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students are responsible for good behavior when using Center Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve of any use of its Information

& Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use Center Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

### **Use of Artificial Intelligence/Natural Language Processing Tools for School Work**

Students are required to rely on their own knowledge, skills, and resources when completing schoolwork. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Center Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

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## Appendix E. Student Technology Acceptable Use and Safety Agreement

To access and use Educational Service Center – Alternate Learning Center Information and Technology Resources including a school-assigned email account and/or the Internet at school, students under the age of eighteen (18) must obtain parent/guardian permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

**The use of Center-ALC IT Resources is a privilege, not a right. The Governing Board's IT Resources, including its computer network, Internet connection, and online educational apps/services, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. Students who sign this Agreement are affirming that they will not use Center-ALC IT Resources for illegal, unethical, or harassing purposes or to access online content that may be considered obscene, pornographic, or unsuitable for children.**

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

Individual users have no expectation of privacy related to their use of Center-ALC IT Resources. The Board has the right, at any time, to access, monitor, review, and inspect any directories, files, and/or messages received by, residing on, or sent using Center-ALC IT Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. I

### **Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_

School: **Alternate Learning Center**

Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

### **Parent/Guardian**

As the parent/guardian of this student, I have read Policy 7540.03 - Student Technology Acceptable Use and Safety and discussed it with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any, employees, administrators, or officers) responsible for materials my child may acquire or for content my child may come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my child to follow when selecting, sharing, and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations of the Policy and Guidelines.

If my child, as part of a class assignment, designs and/or develops a website, web page, or app/service that is hosted on Board-owned or Center-affiliated servers, I agree the Board shall be entitled to retain proprietary

rights in the website, web page, or app/service such that the Board shall have a license in perpetuity to use the website, web page, or app/service without any compensation or remuneration to me or my child.

Please initial each that applies:

- \_\_\_ I give permission for my child to use and access the Internet at school
- \_\_\_ I give permission for the Board to issue an email account to my child.
- \_\_\_ I give permission for my child's image (photograph) to be published online, provided only their first name is used.
- \_\_\_ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- \_\_\_ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Student**

I have read and agree to abide by Policy 7540.03 - Student Technology Acceptable Use and Safety. I understand that any violation of the terms and conditions set forth in the Policy may result in disciplinary action and/or referral to law enforcement. As a user of Center-ALC IT Resources, I agree to communicate over the Internet and through IT Resources in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

Students who are eighteen (18) years of age or older need to initial the following:

- \_\_\_ If, as part of a class assignment, I design and/or develop a website, web page, or app/service that is hosted on Board-owned or Center-affiliated servers, I agree the Board shall be entitled to retain proprietary rights in the website, web page, or app/service such that the Board shall have a license in perpetuity to use the website, web page, or app/service without any compensation or remuneration to me.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers and program directors are responsible for determining what is unauthorized or inappropriate use. The program director may deny, revoke, or suspend access to and use of the Center-ALC IT Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy, and take such other disciplinary action as is appropriate.**





**Educational Service Center of Lake Erie West**  
**2275 Collingwood Boulevard**  
**Toledo Ohio 43620**

**Sandra C. Frisch, Superintendent**

**Governing Board**

**Brent Buehrer**

**Jeff Bunck**

**Thomas Ilstrup**

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