Educational Service Center of Lake Erie West

BRIDGE PROGRAM HANDBOOK

2026-2027

Board Adopted July 28, 2026

https://www.esclakeeriewest.org/BridgeProgram.aspx

Contents

BRIDGE PROGRAM CALENDAR 2026 - 2027 ..... **5**

BRIDGE PROGRAM CONTACT INFORMATION **7**

ABOUT THE ESC OF LAKE ERIE WEST AND THE BRIDGE PROGRAM **9**

ESC of Lake Erie West 9

BRIDGE Program 9

Bridge Program Vision Statement 10

Parent/Guardian Involvement 10

BRIDGE ACADEMIC PROGRAM **11**

Academics 11

Academic Honesty 11

Mid-Terms 12

Report Cards/Progress Reports 12

Computer and Network Usage 13

Class Fees 13

Remote Learning 13

BRIDGE STUDENT BEHAVIOR POLICES AND PROCEDURES **14**

Bridge Program Eagles' Pledge 14

Positive Behavioral Intervention and Supports (PBIS) 14

Bullying and Aggressive Behavior 15

Gang Activity 17

Harassment and Discrimination 17

Disciplinary Procedures 17

Restraint and Seclusion 18

Student Code of Conduct 18

Behavioral Expectations 18

Controlled Substances 19

Weapons and Explosives 19

Electronic Devices and Media 20

Other Student Rules 20

Dress Code and Personal Appearance 21

Safer Ohio School Tip Line 22

988 Suicide and Crisis Help Line 22

BRIDGE PROGRAM POLICIES AND PROCEDURES **23**
ESC of Lake Erie West Board Policies 23
Attendance Policy 23
Destruction of Property 24
Emergency Medical Authorization 24
HIPPA Regulations 24
Illness and Accidents 24
Immunizations 25
Use of Medications 25
Closings & Delays 28
School Lunch and Breakfast Program 28
Fire, Tornado, and Safety Drills 29
Search and Seizure 29
Student Privacy 29
Student Records 30
Student Wellness 31
Tardiness 31
Transportation 31
Truancy Policy 32
Unauthorized Departure 33
Additional Information 33
Appendix A: Parents' Bill of Rights **35**
Appendix B: Bridge PBIS Behavior Matrix **39**
Appendix C: Bridge Daily Goal Sheet **41**
Appendix D: Bridge Bullying Reporting Form **43**
Appendix E: Bridge Student Technology Acceptable Use and Safety Agreement **45**
Appendix E: Bridge Student Technology Acceptable Use and Safety Agreement Signature Form **49**

BRIDGE PROGRAM CALENDAR 2026 - 2027

BRIDGE Program **Hours: 7:30 a.m. (student arrival) – 2:00 p.m. (student dismissal)**

First Quarter August 20 - October 15 (40 student days)			
Friday	AUG	14	PROFESSIONAL DEVELOPMENT DAY –CLOSED FOR STUDENTS
Monday	AUG	17	PROFESSIONAL DEVELOPMENT DAY –CLOSED FOR STUDENTS
Tuesday	AUG	18	PROFESSIONAL DEVELOPMENT DAY –CLOSED FOR STUDENTS
Wednesday	AUG	19	PROFESISONAL DEVELOPMENT DAY –CLOSED FOR STUDENTS OPEN HOUSE – 4:00 TO 6:00 – STAFF ATTENDANCE REQUIRED
Thursday	AUG	20	FIRST STUDENT DAY
Monday	SEP	7	LABOR DAY - CLOSED
Thursday	OCT	15	END OF FIRST QUARTER
Second Quarter October 16 - December 22 (42 student days)			
Friday	OCT	16	PROFESSIONAL DEVELOPMENT DAY –CLOSED FOR STUDENTS
Monday	NOV	2	PROFESSIONAL DEVELOPMENT DAY –CLOSED FOR STUDENTS
Tuesday	NOV	3	PARENT/TEACHER CONFERENCES –CLOSED FOR STUDENTS
Wednesday	NOV	25	THANKSGIVING BREAK - CLOSED
Thursday	NOV	26	THANKSGIVING DAY - CLOSED
Friday	NOV	27	THANKSGIVING BREAK - CLOSED
Tuesday	DEC	22	END OF SECOND QUARTER; LAST DAY BEFORE WINTER BREAK
Third Quarter January 4 - March 11 (45 student days)			
Monday	JAN	4	PROFESSIONAL DEVELOPMENT DAY –CLOSED FOR STUDENTS
Tuesday	JAN	5	CLASSES RESUME
Monday	JAN	18	MARTIN LUTHER KING, JR DAY - CLOSED
Friday	FEB	12	PROFESSIONAL DEVELOPMENT DAY –CLOSED FOR STUDENTS
Monday	FEB	15	PRESIDENTS' DAY - CLOSED
Thursday	MAR	11	END OF THIRD QUARTER
Fourth Quarter March 15 – May 27 (47 student days)			
Friday	MAR	12	PARENT TEACHER CONFERENCES –CLOSED FOR STUDENTS
Thursday	MAR	25	LAST DAY BEFORE SPRING BREAK
Monday	APR	5	CLASSES RESUME FOR STUDENTS
Tuesday	MAY	4	PROFESSIONAL DEVELOPMENT DAY –CLOSED FOR STUDENTS
Thursday	MAY	27	LAST DAY OF SCHOOL FOR STUDENTS; END OF FOURTH QUARTER
Friday	May	28	TEACHER RECORD DAY/WORK DAY - CLOSED FOR STUDENTS

Quarter	Students Days & Hours of Instruction	Staff (Days)
1st Quarter	40 days – 240	44
2nd Quarter	42 days – 252	45
3rd Quarter	45 days – 270	47
4th Quarter	47 days - 282	50
TOTAL	**174 days - 1044**	**186**

BRIDGE PROGRAM CONTACT INFORMATION

The Bridge Program
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(419) 473-3442 Phone
(419) 473-3445 Fax

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ABOUT THE ESC OF LAKE ERIE WEST AND THE BRIDGE 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 Bridge 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://go.neola.com/esclew-oh/policy

BRIDGE Program

Based on the Ohio Department of Education and Workforce (ODEW) continuum of special education services, students referred to the Bridge Program are identified as best served in a separate educational facility. Our goal at the Bridge Program is to support all students in acquiring the academic, social, and emotional skills necessary to return to their home schools. Therefore, the Bridge Program provides Specially Designed Instruction (SDI), along with individualized accommodations and modifications, designed to promote each student's educational success. Overall, the Bridge 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 Bridge Program, students work on meeting school wide expectations for positive behavior outlined in our PBIS Behavior Matrix (see Appendix B). They also work toward 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, teachers use ClassDojo to communicate students' progress meeting both school wide expectations for behavior and meeting their individualized goals on a daily basis. Students' progress toward eventual transition back to their home school or toward graduations is monitored in part using cumulative data from their individualized Progress Report (see Appendix C).

Overall, 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 Bridge's school wide PBIS matrix outlining positive, expected behaviors throughout the school setting as documented by Progress Report percentages, ClassDojo points, and/or behavior reports;
- Reduction in or absence of major behavioral and/or unusual incidents (BIRs and UIRs); and
- Agreement of the IEP team.

Bridge Program Vision Statement

The Bridge Program 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 Bridge Program 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 Bridge 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 Bridge'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 Bridge Program. Anytime you are in need of a new password, please contact the main office at (419) 473-3442.

See Appendix A for our Parent's Bill of Rights.

BRIDGE ACADEMIC PROGRAM

Academics

The Bridge Program's administrative, teaching, and support staff maintain high academic expectations for all students. The Bridge Program 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 Bridge Program complies with all current ODEW requirements for graduation. Some courses are offered on a rotating basis. When needed, the Bridge 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 Bridge Program 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 Bridge Program participate in annual, mandatory Ohio State Testing. Additionally, the Bridge Program 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.

Academic Honesty

The Board values honesty and expects integrity in the Center's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic

standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, students are prohibited from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- plagiarism (of ideas, work, research, speech, art, music, etc.);
- forgery of another's work;
- presenting the results that are the product of an artificial intelligence ("AI") platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- downloading or copying information from other sources and presenting it as one's own;
- using language translation work of someone else or using technology when the expectation is doing one's own translation;
- copying another person's work;
- allowing another person to copy one's own work;
- stealing another person's work;
- doing another person's work for them;
- distributing copies of one's work for use by others;
- distributing copies of someone else's work for use by others for academic gain or advantage;
- intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;
- distributing or receiving questions from quizzes, tests, assessments, etc.

Mid-Terms

Bridge 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 Bridge Program and alert parents/guardians if the student is at risk of failing.

Report Cards/Progress Reports

Quarterly during the school year, the Bridge Program 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. The Bridge Program 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 Bridge Program 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 Technology Acceptable Use and Safety Agreement* (Appendix E) must be reviewed, signed, and returned before a student will be given the opportunity to enjoy Internet access at the Bridge Program. 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 Bridge Program cannot provide access to any student who, if eighteen (18) or older, fails to sign and submit the signed guidelines to the Bridge Program 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 Bridge Program 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," the current class fee for each student attending the Bridge Program is $45.00. A portion of the fee covers Chromebook insurance. When paid, this fee will cover minor, unintentional damages incurred during student's use of their school-issued Chromebook.

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.

BRIDGE STUDENT BEHAVIOR POLICES AND PROCEDURES

Bridge Program Eagles' Pledge

At Bridge 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 Bridge Program 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 Bridge Program, PBIS has three major components: BE RESEPCTFUL, 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 B.) 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. 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 aligned with the PBIS Matrix. Staff also monitor and report students' daily progress meeting school wide expectations for positive behavior and progress meeting individual behavior goals using a daily Progress Report (Appendix C).

For more information regarding the BRIDGE's PBIS program, please visit our website at:
https://www.esclakeeriewest.org/BridgeProgram.aspx

Bullying and Aggressive Behavior

It is the policy of the Bridge Program 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 Bridge Program 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 Bridge Program 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 Bridge Program, on the bus, or at a Bridge function must report the bullying to the administrative team, anonymously or otherwise, by filing a Bullying Reporting Form provided by the Bridge Program (see Appendix D). 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 Bridge 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 Bridge 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 Bridge Program. 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 Bridge Program. Any student known to be a gang member or participant in gang-related behavior will be reported to the proper authorities. Bridge 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 Bridge premises.

Harassment and Discrimination

The Bridge Program 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 Bridge-related programs and activities. The Bridge Program encourages those within the Bridge 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 Bridge Program 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 Bridge 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 Bridge policy, disciplinary sanctions will be administered as detailed in the Bridge Program 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 Bridge's Mental Health Professional may also be involved depending upon the nature of the offense.

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 Bridge Program is committed to providing a respectful, responsible, and safe learning environment. Staff use a continuum of techniques that ensure the care, safety, security, and welfare of all students. The techniques that are used focus on de-escalation and conflict resolution through calming communication and physical redirection. The Bridge Program does not utilize seclusion as an intervention.

The Bridge Program 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. The Bridge Program also operates from a trauma informed resilient schools framework. All our staff receive Trauma Informed Resilient Schools training through Starr Commonwealth.

Bridge staff are trained in behavior management, Ukeru, and Crisis Prevention Intervention (CPI) to ensure the welfare, safety, and security of staff and students. Ukeru is an intervention program focused on eliminating the use of restraint. 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.

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. 25.)*

- 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 Bridge hours or at any Bridge 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 Bridge Program. 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 Bridge Program 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 Bridge, the parent/guardian will immediately be notified and the student will be sent home.

Weapons and Explosives

- No weapons are allowed at Bridge, at any Bridge 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 Bridge premises (e.g., pepper spray, Mace) or on school transportation.
- No explosive devices (e.g., firecrackers, fireballs, cherry bombs) are permitted on the Bridge premises or on school transportation.
- No lighters, matches, or any device used to start a fire are permitted on Bridge 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 Technology Acceptable Use and Safety Agreement. (Appendix E)
- 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 Program 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

- **The Bridge Program does not permit book bags, backpacks, bags, satchels, or purses in the building.**
- Students are not permitted to bring personal items to the classroom. This includes, but is not limited to, wallets, money, keys, toys, blankets, pillows, and/or trinkets.
    - *Approved items will be kept in the locked cabinet during the school day*.
- 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 into the building.
- Food and drink are permitted only during scheduled breakfast, lunch, and snack times. Lunch and snack 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. Bridge 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, office phones, or cellphones during school hours. In an extreme situation, a student may obtain permission from the Program Director to make a monitored phone call from the office. Students cannot receive phone calls during the school day.
- Students are supervised by staff at all times in the Bridge Program.
    - Students will be escorted by Bridge staff at all times throughout the building.
    - Students will take restroom breaks accompanied by staff.

Dress Code and Personal Appearance

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

Clothing should not present a disruption, safety risk, or health concern. Therefore, the Bridge Program 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, skirts, or dresses under five inches in length
- Sagging or excessively baggy pants
- Pants worn below the waist allowing for underwear or panties to be visible
- Excessively tight clothing
- 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
- Heavy boots, work boots, steel-toed boots, or steel-toed shoes
- Hats, caps, and bandanas 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 Bridge Program in order to bring the student into dress code compliance. Having the final say, the Bridge Program Director will also use their discretion to determine what is inappropriate.

In addition, the Bridge Program 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 Bridge Program 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 Bridge Program office and returned at the discretion of the administrative team.

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

Safer Ohio School Tip Line

The Bridge Program 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.

988 Suicide and Crisis Help Line

988 offers 24/7 access to trained crisis counselors who can help people experiencing mental health-related distress. That could include:

- Thoughts of suicide
- Mental health struggles
- Alcohol or drug use concerns
- Emotional distress
- Depression
- Anxiety
- Trauma

People can call or text 988 or chat 988lifeline.org for themselves or if they are worried about a loved one who may need crisis support.

BRIDGE PROGRAM POLICIES AND PROCEDURES

ESC of Lake Erie West Board Policies

All policies of the ESC of Lake Erie West are available online at
https://go.neola.com/esclew-oh/policy

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 Bridge Program Secretary at (419) 473-3442 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 Progress Report, (i.e., absences and tardiness will be calculated in their weekly averages).

In the event the Bridge Program 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 Bridge Program 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 Bridge Program 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 Bridge 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 ESC of Lake Erie West Attendance Officer. (See Truancy Policy.)

The Program Director may approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days

will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Program Director within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the Center. The requests must specify the religious expression day(s) to be approved.

Destruction of Property

The Bridge Program 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 Bridge Program 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 Bridge Program 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 Bridge Program, (e.g., change in medications, discharge reports from hospitals) we ask parents to sign the Bridge 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 Bridge Program 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 Bridge 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 Bridge community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Bridge Program 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 Program Director.

Before any over the counter 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 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 Program Director 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 Program Director 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 the Program Director.

The licensed health professional or the Program Director 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 the Program Director 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 the Program Director will also identify each individual who has received training to administer drugs prescribed for the treatment of seizure disorders.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian.

Closings & Delays

Parents/guardians need to follow school closings and delays for both the Bridge Program 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 Bridge Program is open, parents/guardians may provide transportation for their child that day.

When the Bridge Program 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)/BRIDGE PROGRAM

or

BRIDGE PROGRAM

(419) 473-3442 if you need to call the Bridge Program

Stations reporting cancellations and/or delays are TV stations (Channels 11, 13, and 24). The Bridge Program 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 Bridge Program. If the home district is delayed, the district will provide transportation to the Bridge Program 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 Bridge Program 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 Bridge Program 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 Bridge Program has a state approved safety plan. The Bridge 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 Bridge Program 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 Bridge Program 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 Bridge 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 Bridge Program that are not allowed as per the Bridge handbook will be held in the office by the Program 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 Bridge Program 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 Bridge 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 Bridge Program 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 Bridge Program 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 Bridge Program 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 Bridge Program 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 Bridge Program are compiled and maintained by the Bridge Program.

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 Bridge Program 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 Bridge Program'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 the Bridge Program 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 Bridge Program 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 Bridge Program 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 Bridge Program. Students are responsible for following the bussing policies set forth by the home school district. Students' home school district and the Bridge Program 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 BRIDGE PROGRAM. Additionally, STUDENTS ARE NOT ALLOWED TO BE PICKED UP BY ANYONE NOT AUTHORIZED AND LISTED IN THE BRIDGE PROGRAM STUDENT FILE. Any related exceptions must be made in writing by the parents/guardians or person holding legal custody and submitted to the Bridge Program Director. Due to safety concerns, students will not be allowed to walk or bicycle to the Bridge Program.

Students cannot be picked up or dropped off at locations other than those approved by the home school district. The Bridge Program 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 in excess of thirty-eight (38) or more hours, the Bridge Program will notify the child's parent or guardian of the child's absences, in writing. Written notice will be sent 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 strategy listed in this policy 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.

The Bridge Program's attendance officer shall file a complaint in the juvenile court against any student who is habitually truant unless the Bridge Program determines that the student and the student's family are making satisfactory progress in improving the student's attendance. If no determination of progress is made, or if the Bridge Program determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the attendance officer shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other person having care of the child has violated Revised Code 3321.38.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

The Bridge Program implements a tiered system of interventions and supports for students to increase attendance. The system is designed to provide resources to students and their families to address the root cause of student absences. More intensive interventions and support are provided to students with greater numbers of absences.

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, Bridge Program 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/Bridge Program.

Appendix A: Parents' Bill of Rights

The following is an edited version of the complete board policy. The full version of the policy can be viewed on the Bridge Program website or the ESC of Lake Erie West website (https://go.boarddocs.com/oh/esclew/Board.nsf/Public)/

The Governing Board recognizes that parents have a fundamental right to make decisions concerning the upbringing, education, and care of their children. In addition, parents have certain rights in the school system to know about their student's educational experience.

Sexuality Content and Parental Notification

The Board will ensure that any sexuality content is age-appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of the age or grade level of the student. The Board will not permit instruction that includes sexuality content in grades kindergarten through grade three (3).

Prior to providing instruction that includes sexuality content or permitting a third party to provide such instruction on behalf of the Center, the Board will provide parents the opportunity to review any instructional material that includes sexuality content. Upon request of the student's parent, a student shall be excused from instruction that includes sexuality content and shall be permitted to participate in an alternative assignment.

Student Services/Mental, Emotional, Physical Health or Well-Being/Safe and Supportive Learning Environment and Parental Notification

The Board will promptly notify a student's parent of any substantial change in the student's services, including counseling services or monitoring related to the student's mental, emotional, or physical health or well-being or the school's ability to provide a safe and supportive learning environment for the student. Such notification will be provided by Program Director through email and/or telephone conference. The Board will not inhibit parental access to the student's education and health records maintained by the school.

Center personnel will not directly or indirectly encourage a student to withhold from a parent information concerning the student's mental, emotional, or physical health or well-being, or a change in related services or monitoring.

Center personnel will not discourage or prohibit parental notification of and involvement in decisions affecting a student's mental, emotional, or physical health or well-being.

Procedure for Authorization from Parents for Health Care Services

Authorization of parents must be obtained by the Board prior to providing any type of health care service to students, including physical, mental, and behavioral health care services. Parents may choose whether to authorize the Board to provide a health care service to the parent's child.

To facilitate parental involvement and decision-making on such authorization, at the beginning of each school year, the Program Director will notify parents of each health care service offered and of the parent's option to withhold consent or decline any specified service. If granted, parental consent to health care services does not waive the parent's right to access their child/children's educational or health records or to be notified about a change in the student's services or monitoring as set forth herein.

Prior to providing a health care service to a student, the Program Director will notify a parent whether the service is required to be provided by the Center under State law and if other options for a student to access the service exist.

At the beginning of each school year, the Program Director will provide an annual notice to parents of known health care services required by the Center under State law.

These notification requirements do not apply to emergency situations, first aid, other unanticipated minor health care services, or health care services provided pursuant to a student's IEP or the Center's obligation under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

Process for Resolving Parental Concerns

Parents may file written concerns with the Program Director regarding any topics addressed in the above Parental Rights and Parental Involvement section of this policy. Parents will be notified at the beginning of each school year of their right to file a written concern. The Program Director will take steps with parent(s) to resolve the concern within thirty (30) days of receipt of the written concern. If not satisfied with the outcome of the resolution by the Program Director, the parent(s) may appeal a decision at that level to the Superintendent.

If a parent appeals the Program Director's decision, the Superintendent or the Superintendent's designee will conduct a hearing on the decision. Based on the findings of that hearing, the Superintendent shall decide whether to affirm the Program Director's decision. If the Superintendent determines not to affirm the decision, the Superintendent shall determine a resolution to the parent's concern and communicate the decision to the parent. A parent may appeal the Superintendent's decision to the Governing Board.

If the Superintendent's decision is appealed, the Board shall review the Superintendent's decision and, if the Board determines it necessary, hold a hearing on the decision and, based on that hearing, either affirm the Superintendent's decision or determine a new resolution to the parent's concern.

Nothing in this policy shall be read to prevent a parent from contacting a member of the Board regarding a concern with the program.

Parent Right to Inspect Instructional Materials

Parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

Right to Inspect Technology Provider Contract

The Center shall provide parents and students with an opportunity to inspect a complete copy of each technology provider contract.

This policy shall not supersede any rights under the Family Education Rights and Privacy Act.

Appendix B: Bridge PBIS Behavior Matrix

The Bridge Program
PBIS BEHAVIOR MATRIX

	ARRIVAL/ DEPARTURE	HALLWAY	CLASSROOM	LUNCH, SNACK, BREAKFAST	BATHROOMS	GYM/RECESS
BE RESPECTFUL	• Greet staff hello/goodbye. • Use voice volume 2. • Use positive language/kind words. • Follow arrival/ departure routine.	• Use voice volume 1. • Use positive language/kind words.	• Check & follow posted voice volume. • Raise your hand. • Wait to be called on. • Use positive language/kind words. • Actively listen.	• Use voice volume 2. • Use positive language/kind words. • Say please and thank you.	• Use voice volume 1. • Use positive language/kind words. • Follow classroom bathroom procedures.	• Share equipment. • Include everyone. • Follow adult directions. • Use positive language/kind words.
BE RESPONSIBLE	• Turn in all personal items & place lunch/snacks on cart. • Enter through metal detector. • Report directly to assigned area. • Wait to be dismissed.	• Walk in a straight, single-file line. • Stay on one side of the hallway. • No sleeping, lying, or sitting in the hallway(s).	• Remain awake • Participate. • Complete assigned work. • Stay on topic. • Return materials to designated space. • Follow directions given by an adult. • Follow technology/ Chromebook routine. • Keep Chromebooks in the classroom.	• Stay seated • Wait for staff to pass out food & drinks. • Raise your hand and wait to be called on if you need something. • Follow classroom routine for using the microwave. • Clean up your area. • Throw your trash away.	• Take turns/wait your turn. • Poop and pee in the toilet. • Wipe yourself then place toilet paper in the toilet. • Put nothing but toilet paper in toilet. • Flush the toilet after use & until clear. • Use no more than 2 paper towels. • Throw paper towels in garbage.	• Follow classroom recess routine. • Return all equipment. • Line up when directed by an adult.
BE SAFE	• Walking feet on sidewalk/in hallways. • Keep hands, feet, and objects to self. • Leave bags, backpacks, toys, blankets, pillows & other non-approved items at home.	• Arm's length between students in line. • Walking feet. • Keep hands, feet, and objects to self.	• Stay in the classroom • Stay in your assigned area. • Keep hands, feet, and objects to self. • Follow classroom expectations.	• Stay in your assigned seat or assigned area. • Keep hands/ feet/ objects to self. • Eat only your own food.	• One student in bathroom at a time. • Wash and dry hands. • Report any problems (clogged toilet, mess) to an adult.	• Use recess equipment properly. • Use walking feet to and from playground/ outside. • Stay in assigned play area. • Stay with your class.

Appendix C: Bridge Daily Goal Sheet

The Bridge Program PBIS Daily Goal Sheet

Date:	Student	Teacher	Ratings	
Goal 1:			NO = Not Observeable	
			5	Always
Goal 2:			4	Most of the time
			3	Sometimes
Goal 3:			2	Rarely
			1	Not at all

	Class Period	Target Goal 1	Target Goal 2	Target Goal 3	Subject		
1	7:30 - 8:00						Please call the teacher:
2	8:00 - 8:45						
3	8:45 - 9:30						
4	9:30 - 10:15						
5	10:15 - 11:00						
6	11:00 - 11:45						
7	11:45 - 12:15						
8	12:15 - 1:00						
9	1:00 - 1:45						
10	1:45 - 2:00						
	Points	0	0	0	Total points	0	UIR
	Percentages	0	0	0	Daily Percentage	0	BIR
					Parent/Guardian Signature:		

Appendix D: Bridge Bullying Reporting Form

The Bridge Program

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: _____

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 Morning

Lunch Time Afternoon After School

Other: (time, if unknown):

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

hit kicked pushed teased laughed at

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

Other:

Describe the incident to the best of your ability:

_____
_____
_____
_____
_____

Appendix E: Bridge Student Technology Acceptable Use and Safety Agreement

To access and use Bridge Program Technology Resources, students under the age of eighteen (18) **and** a parent/guardian must sign and return the Technology Acceptable Use and Safety Agreement signature page. Students eighteen (18) and over may sign their own forms.

The use of Bridge Program Technology Resources is a privilege, not a right. The Bridge Program's Technology Resources, (including its computer network, Internet connection, online educational apps/services and technology equipment) are provided for educational purposes only and to enhance student instruction. The Bridge Program'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. Unauthorized and inappropriate use of Technology Resources will result in loss of this privilege and/or other disciplinary action.

TECHNOLOGY EDUCATION

Staff members shall provide guidance and instruction to their students regarding the appropriate use of Bridge Technology Resources and online safety and security. Furthermore, staff members will monitor, in accordance with Federal and State law, the online activities of students while they are at school

PRIVACY

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

PERSONAL ELECTRONIC DEVICES

Personal electronic devices include personal computers, tablets (e.g. iPad-like devices), electronic readers, cell phones, smartphones, smartwatches, telephone paging devices and/or other web-enabled devices of any type.

Students may use personal electronic devices while riding to and from the BRIDGE on a school bus or other district-provided vehicle at the discretion of the driver.

Students **MUST** have all personal electronic devices turned **OFF** and **MUST** turn personal electronic devices into staff upon entering the building.

A student may keep their personal electronic device "on" under the following circumstances, with prior approval of the program director:

- The student has a special health/medical circumstance that is medically documented by their physician; or
- If such use is documented in the student's individualized education program.

Should a student be observed using a personal electronic device(s) during the school day, discipline will include but is not limited to confiscation of the device(s). Additionally, the student may lose the

privilege to bring electronic devices to the Bridge Program for a period of time as determined by the program director. Confiscated devices will be returned according to the Bridge Program Handbook procedures for first and second offenses.

Bridge Program officials will not search or otherwise tamper with personal electronic devices unless they reasonably suspect the search is required to discover evidence of a violation of the law or other Bridge Program rules.

BRIDGE ISSUED ELECTRONIC DEVICES

Students at the Bridge Program are issued Chromebooks for use during the school day as part of the academic program. Students may use school-issued electronic devices in the classroom during non-instructional time only after getting teacher permission. No electronic devices are permitted in hallways, offices, or restrooms.

The following guidelines apply to use of the Chromebooks:

- Students may not download, install, or access software/tools of any kind on the Chromebook, without consent from the ESC technology specialists.
- Students may not attempt to remove programs, management or other profiles, or any files (other than personal productivity or classroom files) from the Chromebook, or attempt to alter any items in the settings or on any application on the Chromebook without prior consent from the ESC technology specialists.
- Students must treat the Chromebook with care at all times. Negligence may include, but not be limited to, dropping, getting wet, picking keys off the keyboard, cracking a screen, or using the Chromebook with food or drink nearby.
- Students may not deliberately damage, neglect or abuse the Chromebook.
- Students may not allow other students to use the Chromebook assigned to them.
- Students may not intentionally tamper with, mark, deface and/or abuse the Chromebook.
- Students must keep all accounts and passwords assigned to them secure, and not share those with any other students.
- Students should report to their teacher any problems with the Chromebook.
- Students must agree that email (or any other computer communication) will be used only for appropriate, legitimate, and responsible communication.
- Students may not share personal information about self or others while using the Internet unless required for a school assignment or activity. This includes name, age, address, phone number, or school name. The student agrees to be responsible, accurate, and careful when it is necessary to give personal information (e.g., Bridge Program approved subscription website)
- Students should never push the Chromebook screen back too far or pick the Chromebook up by the screen as this will cause a short in the screen.
- Students should never close the Chromebook with ANYTHING on the keyboard as this may damage the screen (be especially mindful of earbuds, pencils, papers, etc.)
- Students should never remove asset identifying tags and labels

- Students should never put stickers on, draw on, or otherwise mark or intentionally damage the Chromebooks. The Chromebooks are Bridge Program property and do not belong to the student.
- Students should always be sure that the Chromebook is completely closed prior to moving the Chromebook from place to place.
- Students should never place or stack heavy objects on top of the Chromebook.
- Students should use their Chromebook on a flat, stable surface. The student will not use their Chromebook while standing or walking. Chromebooks can be fragile, and if dropped may break.

Students who violate these guidelines may lose the privilege of using the Chromebook for a period of time determined by the Program Director. If a student deliberately damages a Chromebook, the parent/guardian may be responsible for the cost of repairing / replacing the Chromebook.

TECHNOLOGY PROTECTION MEASURES

The Bridge Program 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. Parents are advised that a determined user may be able to gain access to online content and/or apps/services 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/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.

Any student who attempts to disable the technology protection measures will be disciplined.

PROHIBITED ACTIVITIES

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.

Students are prohibited from using electronic devices to capture, record, and/or transmit the words or sounds and/or images of any student, staff member, or other person. This is considered an invasion of privacy and is not permitted.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at the Bridge Program.

Students may not use an electronic device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using Bridge 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.).

Students also are prohibited from using an electronic device to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using an electronic device to receive such information.

During times of testing and other student evaluations, teachers may remove electronic devices from student possession reducing the possibility of compromised test security.

Students may not use electronic devices to access and/or view Internet websites that otherwise are blocked to students while at the Bridge Program.

Appendix E: Bridge Student Technology Acceptable Use and Safety Agreement Signature Form

Student User's Full Name (please print): _____

School: **Bridge Program** Grade: _____

Parent/Guardian's Name: _____

STUDENT CONTRACT

Cell phone make, model, and phone number:

_____

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

Should you acquire a new cell phone, you must furnish the make, model, and number of your new device ***to the main office immediately.***

I, _____ (student's name) I have read and agree to abide by Student Technology Acceptable Use and Safety Agreement. I understand that any violation of the terms and conditions set forth in the Agreement may result in disciplinary action and/or referral to law enforcement.

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 Bridge or ESC 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 Signature: _____Date: _____

PARENT CONTRACT

I, _____ As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Agreement and discussed it with my child. I recognize 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 their 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.

If my child, as part of a class assignment, designs and/or develops a website, web page, or app/service that is hosted on Bridge or ESC owned 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.

Parent/Guardian's Signature: _____ Date: _____

Educational Service Center of Lake Erie West

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Governing Board

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