



MY PLACE TO BE

EMBRACING EVERY CHILD'S GIFT FOR POSITIVE LEARNING

Student/Parent Handbook

1621 N. 21st STREET, NEWARK, 43055

740-899-4296

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This handbook supersedes all previous handbooks

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A QUICK LOOK AT **COVID-19 GUIDELINES**

ADDITIONAL GUIDELINES CAN BE FOUND ON PAGE 32 OF THIS HANDBOOK

- **ALL** staff and students are required to wear a face covering.
- **ASSESS** your child for fever and symptoms daily before sending them to school.
- **ALL** staff and students will be assessed for fever and symptoms daily upon entering the school building.
- **HANDWASHING** and hand sanitizing will be enforced upon entering the building, classroom, when hands are soiled, before eating, and after using the restroom.
- **SHARING** school supplies is highly discouraged. Each student should be prepared with their own supplies.
- **SOCIAL DISTANCING** will take place throughout the school day.
- **SANITIZING** of surfaces and objects will take place throughout the school day.
- **STUDENTS** will not be permitted to eat food items outside of their designated lunch time.
- **STUDENTS** will not be permitted to share food items, school supplies, or clothing (i.e. wearing another students jacket or hat)
- **STUDENTS** must bring their own refillable water bottle daily to school. Individual cups will not be provided.
- **IF** your child develops any symptoms during the school day, they will be immediately isolated and a staff member will contact you. Your child will need to be picked up as soon as possible to eliminate exposure to staff and students.

PLEASE SEE PAGE 32 FOR MORE DETAILED GUIDELINES

SECTION I - GENERAL INFORMATION

SCHOOL HOURS

School Hours: 8:45 am - 3:00 pm

All students are expected to attend classes during these hours.

School doors open at 8:30 am and all students must be picked up no later than 3:30 pm. A student is tardy when they are not at school at the start time.

Early drop off and late pick up services are available for an additional fee. You must schedule no later than 24 hours in advance for either service. If you need to cancel a scheduled time, please notify the school as soon as possible. Please call or text no later than 7:30 am for cancellation of early drop off. If you do not cancel, you will be charged for the time.

Early drop off - 8:00 am: \$10 per day

Late pick up - 3:30 pm - 5:00 pm: \$25.00 per day

Both services: \$30.00 per day

Each family is required to complete a dismissal form listing those people who may pick-up their child at My Place To Be Education Center. In the event that your child will be going home with a person not on this list, the office must be notified via a note delivered to the classroom teacher at arrival. Telephone notification of a change in dismissal should be reserved for emergencies. Any person listed on the dismissal form and those not on the list, must be prepared to present an ID to a staff member.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions you may have during the school year and to provide specific information about certain My Place To Be Education Center policies and procedures.

This handbook contains important information that you should know. Please take time to become familiar with the following and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, please feel free to contact the office.

This handbook replaces all prior handbooks and other written material on the same subjects.

DESCRIPTION

My Place To Be Education Center is a non-charter, non-tax supported private school. We are an Autism Scholarship and Jon Peterson Scholarship provider. We provide education options for students grade K-12. We focus on finding the exceptionality in every student.

My Place To Be Education Center is a community of students, teachers, administrators, and parents whose interactions with each other are based on mutual respect and awareness of the rights and needs of others. Understanding and following the guidelines provides a more productive environment and encourages the intellectual, social, emotional, physical, spiritual and ethical development of the children we serve.

My Place To Be Education Center is a non-denominational private school who believes and supports all religions in faith of love and light. We believe our students have the right and freedom to practice their religion however they like as long as their actions do not impinge upon the rights and/or freedoms of others. We believe having a strong sense of mindfulness helps our students to grow into caring, responsible adults. A brief meditation daily helps our students to be grounded in their faith and themselves and helps guide them through the day.

MISSION STATEMENT

Our mission is to provide a safe place for children to express themselves and to learn in a positive way. To assure that all children are treated with dignity and respect. To allow learning self-awareness through many aspects involving nature, arts and sensory integration. Time, tools and resources will be provided to enable children to find emotional, social and academic success that allows them to meet the requirements set forth by the Ohio Department of Education. Our goal is to allow children to realize their full potential as they grow into caring adults.

VISION STATEMENT

My Place To Be Education Center envisions teaching every student to be confident, respectful, knowledgeable, and inquisitive, while inspiring them to become self-motivated, lifelong learners.

PHILOSOPHY

My Place To Be Education Center holds forth that each child is a unique individual and is highly respected as such. We believe that a strong sense of self, emotions, abilities and understanding skills provide the basis that a child needs to achieve his or her goals. We are committed to an education that serves the whole child and incorporates a wide array of experiences designed to encourage learning across each area: cognitive, social, emotional, ethical, spiritual and physical. Students are encouraged to explore areas of personal interest and develop their education utilizing these interests.

EDUCATIONAL PHILOSOPHY

My Place To Be Education Center's educational philosophy is to look at every child as an individual. We will evaluate their current academic levels and build upon that foundation to increase achievement at developmentally appropriate rates and levels. Students and staff will target individualized sensory, social, emotional and educational goals and develop a personalized plan toward optimum success. My Place To Be Education Center believes that achieving academic success is a cooperative venture between students, teachers, support staff and the family.

We use a multi-sensory approach to learning by incorporating sensory and movement into our classroom. This includes the Orton-Gillingham Approach. This approach is an intensive, sequential phonics-based system that teaches the basics of word formation before whole meanings. The method accommodates and utilizes the three learning modalities, or pathways, through which people learn: visual, auditory and kinesthetic. Unlike some scripted and rigid reading programs, the Orton-Gillingham Approach is a system that allows for flexibility, utilizing a more organic way of learning for students who learn auditorily, visually and kinetically. This approach has been in use since the 1930's.

My Place To Be Education Center aligns with the Ohio Department of Education's standards and our students participate in state testing.

PROGRAMS AND SERVICES

My Place To Be Education Center focuses on the exceptional qualities of each student. Students will receive typical classes including math, reading, writing, science, and social studies. Students will also have opportunities in art, physical education, music, social emotional learning, and health and safety. Each student along with their parent/guardian will work with the staff to come up with an independent study plan that compliments the area(s) they excel in. For example, if the student has a gift in art they will develop a plan to expand their artistic talent.

Part-time placement may be available to students to take individual classes. This option is subject to availability.

STUDENT RESPONSIBILITIES

My Place To Be Education Center's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow all school policies and guidelines along with staff members' directions. Students must arrive at school on time and be prepared to learn and participate.

In order to keep parents/guardians informed of their child's progress in school, parents/guardians will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. Our schools, however, may use the mail, email, hand deliver, or Remind app to ensure contact. Parents/guardians are encouraged to build a communication link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

EMERGENCY CLOSING AND DELAYS

When My Place To Be Education Center makes the decision to delay or close school, families will be notified through the Remind app, My Place To Be Facebook page, and the My Place To Be Facebook group page.

Please make sure that we have an up-to-date phone number on file so that you may receive this information as quickly as possible.

Delays or closings may occur for the following reasons: inclement weather, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations that may endanger the safety or health of children and employees.

My Place To Be Education Center follows the Newark Public Schools inclement weather policy. If Newark Public Schools delay or close, My Place To Be Education Center will follow the same schedule.

PLEASE NOTE:

If Newark City Schools are on a 2 hour delay, we will be on a 1 hour delay. School will begin at 10 AM. If the school district that you reside in closes, your child will be excused from school. Please call the school to notify that your child will be absent. In a case where the weather changes during the day and school will be dismissed early, contact will be made to families by phone, text, or Facebook.

FIRE, TORNADO AND LOCKDOWN DRILLS

My Place To Be Education Center will comply with all fire safety laws and will conduct fire and tornado drills in accordance with state law. Teachers will provide specific instructions on how to proceed in case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Annual lockdown safety drills as required by state law will also be conducted. Parents will be notified prior to conducting lockdown safety drills.

LUNCH AND SNACKS

Due to COVID-19 regulations and guidelines, no food items will be allowed to be eaten outside of the designated lunch time unless required due to medical reasons (i.e. to

maintain a healthy blood sugar). No food items should be shared between students. All students must bring their own refillable water bottle to school daily. Cups will not be provided. Some of the guidelines listed below may not be allowed at this time due to COVID-19 regulations and guidelines.

Healthy eating habits are encouraged for all students. All students must wash their hands prior to eating their lunch or snack. Students should bring a healthy and nutritious lunch to school along with a beverage and utensils. A balanced diet is encouraged. Students should bring a lunch with a protein, fruit, vegetable, and/or grains. If a dessert is included, please limit it to one item. Pack food items that will not need to be heated. Beverages should be healthy, do not pack soft drinks or energy drinks. Ice packs should be used to keep food cold if needed. Food should be sent in containers that are easily opened by the student. Utensils and individual beverages are not available at the school. Refillable water bottles are required, individual cups are not provided .

Parents/guardians may bring lunch to school for their students, though we encourage limited visits to the school. Students may not leave the school for lunch. Maintaining limited exposure to outside elements to keep students and staff safe and healthy is a priority.

Elementary students may bring a snack to school. A designated snack time will be set in the classroom. Please pack a healthy snack for your student. Snacks that are high in sugar are discouraged.

Reusable containers and utensils are encouraged to help eliminate waste. All students must bring a refillable water bottle to school daily. My Place To Be Education Center believes that recycling is important to the community, environment and world. All students are encouraged to recycle when possible. Students are also expected to clean up their area when they are finished eating. If at any time your family needs food assistance, please do not hesitate to let us know.

We appreciate that the celebration of a birthday with friends is fun and important. Unfortunately, due to COVID-19 regulations and guidelines, outside visits to the school during school hours will be restricted and/or eliminated.

TUITION

Base tuition: \$9,500 a year for full-time admission

Tuition may be paid by the family or through a school contract. Financial aid and scholarships are available. Additional charges will apply for any additional services provided by My Place To Be Education Center.

Autism Scholarships & Jon Peterson Scholarships are billed based on the service provided. Services are billed based on the service fee schedule. (available upon request)

Scholarship checks are received by My Place To Be Education Center. The checks must be endorsed by the parent/guardian within 3 days after the payment is received. A fee of \$25.00 will be charged to the family if the check is not signed within 3 days. You may

choose the option "Check Deposit Consent" on the scholarship acceptance form to bypass the need to acquire your signature.

FUNDRAISING

Fundraising activities take place during the school year to raise money for playground equipment, technology, and field trips. We appreciate and encourage all students and families to participate.

STUDENT RECORDS

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

1. The right to inspect and review the student's education records within 45 days after the day the My Place To Be Education Center receives a request for access.

Parents or eligible students should submit to the principal a written request that identifies the records they wish to inspect. The educational center official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the educational center to amend a record should write the principal, clearly identify the part of the record they want changed and specify why it should be changed. If the educational center decides not to amend the record as requested by the parent or eligible student, the educational center will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the educational center discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the educational center as an administrator, fees supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the educational center board. An educational center official also may include a volunteer or contractor outside of the educational center who performs an institutional service or function for which the educational center would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. An educational

center official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the educational center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office

U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

USE OF SCHOOL EQUIPMENT

Students are responsible for the proper use and protection of any school equipment, property, or facility they are permitted to use. Damage that occurs due to misuse of any school equipment, property, or facility will be assessed and the cost for replacement or repair will be charged to the parent/guardian of the student.

ELECTRONIC DEVICES

Students are permitted to bring their cell phone to school, however, cell phone usage is limited to before and after school hours. All cell phones must be turned off and placed in a designated holding area prior to the start of the school day. Cell phones should be cleaned frequently and will be kept apart from other cell phones in the designated area.

Cell phone usage is restricted during the school day to promote social interaction with other students. On occasion, a staff member may give permission for cell phone use. Usage will only be permitted for the task and must be turned off and returned to the designated holding area as soon as possible.

Parents/Guardians are advised to call the school to get in touch with their child.

Personal laptops are permitted for use for on-line classes and school work only. Students who misuse their personal laptop while at school will be asked to leave it at home.

Valuable items should be left at home. My Place To Be Education Center does not assume any responsibility for students lost, broken or stolen electronic devices.

Chrome books are available to students to use for required on-line classes and other school related work. Students should only access the programs needed for the on-line class and school related work. "Surfing" the internet for other purposes will not be tolerated.

Chrome books will be cleaned after each student uses them in accordance to COVID-19 regulations and guidelines. Students who bring a personal laptop to school should not share the device with other students and should clean it throughout the day.

SOCIAL MEDIA

Students are not permitted to access any social media websites/apps during school hours. We ask that parents/guardians and students refrain from posting negative or disparaging comments about My Place To Be Education Center, staff, other students or families on any social media outlet. Please contact the school to schedule a meeting with the appropriate staff member if there is an issue that needs addressed.

My Place To Be Education Center has a zero tolerance policy for bullying, including cyber bullying. Violation of this policy may result in dismissal from the school.

VISITORS

Visitors, particularly parents/guardians, are welcome at our schools. In order to keep disruption of classes to a minimum, please call ahead to schedule a time for a visit. Parents/guardians who wish to speak to a teacher or other member of the staff should schedule a time that does not interfere with class time.

Visitation opportunities may be limited or restricted due to COVID-19 regulations and guidelines. We appreciate your cooperation to maintain the health and safety of all students and staff.

VOLUNTEERS

Opportunities to volunteer are unfortunately not available at this time due to COVID-19 regulations and guidelines. All volunteers are required to have a background check which includes BCI and FBI.

All visitors and volunteers are expected to follow the conduct codes outlined in this handbook. My Place To Be Education Center has the authority to revoke permission for any visitor/volunteer to be on school grounds or attend a school function if any codes of conduct are violated. Refusal to leave may result in the proper authorities being called. My Place To Be Education Center reserves its right to pursue a civil or criminal legal action against any person violating the code.

TOYS/GAMES/PERSONAL PROPERTY

Students are not permitted to bring toys, games, card games, or personal property that does not pertain to a school assignment to school. This policy is in place due to COVID-19 regulations and guidelines to keep students and staff safe and healthy. This policy will be strictly enforced.

SECTION II - CODE OF CONDUCT

A large component of the My Place To Be Education Center is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established policies and guidelines.

STUDENT CODE OF CONDUCT

Respect and responsibility are the key values emphasized by My Place To Be Education Center. Students are expected to be responsible for their own behavior and are expected to contribute positively to the environment. Good student conduct provides for a safe and orderly environment where students can grow to their full academic and social potentials.

Students of My Place To Be Education Center are expected to:

- Treat everyone as they themselves wish to be treated.
- Act maturely so as to not endanger themselves or anyone else.
- Treat everyone's personal belongings in the same manner that they want their belongings treated.
- Follow the directions of adults and be respectful.
- Keep their hands to themselves.
- Practice good hygiene. Frequently wash their hands.
- Clean up after themselves.
- Respect the personal space of others.
- Be mindful of maintaining a safe distance from others at all times.
- Arrive at school daily, on time, and be prepared for the day.

Conduct Prohibited at My Place To Be Education Center:

- Harassment is a violation of federal law. Types of harassment include:
 - Physical: threats of violence, violent language, physical language and vandalism.
 - Sexual: unwelcome sexual advances or any form of improper physical contact or sexual remarks.
 - Harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment.
 - Discriminating against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Threatening or intimidating another person. Intentionally injuring another person or threatening to do so.
- The use of foul language, obscene gestures, racial, ethnic, religious slurs, disrespectful language, attitude, or actions.
- Gambling on school property or at school functions.
- Engaging in fighting, hitting, or assaulting another person.
- Throwing objects in a room or at another person.
- Possessing any dangerous objects. (i.e. weapons, fireworks, etc.) Possessing or using weapons in or on My Place To Be Education Center property, except in the case of law enforcement officers. Loitering on or about school property after school hours.

- Leaving the school grounds prior to dismissal without an approved reason.
- Falsification of school work, including cheating or plagiarism.
- Engaging in running indoors, tripping, play fighting, or rowdy behavior.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages, controlled substances, or being under the influence of either on My Place To Be Education Center's property or at a school function.
- Possessing or using cigarettes, any type of vape device, or smokeless tobacco.
- Distributing or wearing materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intentionally vandalize, damage, destroy school property, the property of a teacher, or any other person lawfully on My Place To Be Education Center's property, including graffiti or arson.
- Stealing or possessing stolen goods.
- Disrupting the orderly conduct of classes, school programs or other school activities. Refusing to comply with any reasonable order, insubordination.
- Displays of affection during school hours or at school functions. (i.e. kissing, hand holding, inappropriate touching, hugging)
- Entering any portion of the My Place To Be Education Center premises without authorization or remaining in any building or facility after it is normally closed. School hours are from 8:30 -3:30.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Willfully inciting others to commit any of the acts prohibited by this code.
- Violating any federal or state statute, local ordinance or board policy while on My Place To Be Education Center's property or while at a school function.
- Bullying of any type. Bullying is defined as:
 - Verbal: saying or writing mean things. Teasing, taunting, inappropriate sexual comments, name calling, and/or threats.
 - Social: hurting someone's reputation or relationships in person or on social media. Leaving someone out, telling others to avoid someone, and/or spreading rumors.
 - Physical: hurting a person's body or possessions. Hitting, kicking, pinching, pushing, tripping, spitting, breaking someone's things, and/or making mean or rude hand gestures.
- Retaliation against any student that may have filed a complaint against another student.
- Persistent tardiness or absences without an excuse.
- This list may be updated at any time.

My Place To Be has zero tolerance for any type of harassment/bullying, possession of a dangerous weapon/item, and/or possession of alcohol, tobacco or drugs. Violation may result in the highest level of discipline which is dismissal from the school.

EXPECTATIONS OF PARENTS/GUARDIANS

My Place To Be Education Center expects parents/guardians to be supportive of the school, supportive of the administration and faculty, supportive of its policies and to be fully engaged in the educational lives of their children.

Parents/guardians are expected to:

- Recognize that the education of children is a joint responsibility of home and school.
- Ensure that only school related items are brought to school each day. Toys and games should be left at home.
- Ensure that their child practices good hygiene daily.
- Remind their child to wash their hands frequently and sneeze or cough into a tissue or the bend of their elbow.
- Keep their child home from school when they are sick.
- Call the school to report an absence along with the reason.
- Ensure that their child has a healthy lunch and beverage every day.
- Ensure that their child is dressed appropriately for the weather conditions and according to the dress code.
- Read My Place To Be Education Center's Parent and Student Handbook. Be aware of school and classroom rules and help their child understand them.
- Encourage their child to maintain a positive attitude towards their education and lead by example.
- Send their child to school daily, on time, unless they are ill or have an appointment.
- Help their child deal effectively with peer pressure.
- Build good relationships with teachers, other parents and their children's friends.
- Inform the school of changes in the home situation that may affect student conduct or performance. This includes medication changes, changes in sleeping patterns, living situations, change of address, or change of phone number.
- Provide a place for study and ensure that homework assignments are completed.
- Refrain from negative social media posts about My Place To Be Education Center and/or violating the privacy of staff, students, and their families.
- Contact the school or appropriate staff member to schedule an appointment to discuss any issues, questions, or concerns they may have.

COMPLAINTS OR GRIEVANCES

Students and/or parents/guardians may initiate a complaint or grievance. Normally a complaint is verbal, but can be put in writing. A complaint is an objection to a condition

or a circumstance related to an act of discrimination regarding an individual based upon race, national origin, religion, creed, gender or disability. A grievance is a means by which a person may seek to resolve a complaint. All complaints or grievances are taken very seriously. Please follow the procedures below for any complaints or grievances.

COMPLAINTS

Complaint reports can be verbal, written, or anonymous and should be as specific as possible. The report should include the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses.

Verbal complaints given to a staff member will be documented in writing. Reports may be filed with any school staff member, and they will be promptly forwarded to the school administrator for review, investigation, and action to be taken.

Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint. My Place To Be Education Center will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible.

GRIEVANCES

The following procedures are to be used when filing a grievance regarding a complaint. Failure to follow the procedures may result in no action being taken to resolve the grievance.

Step 1: Within ten (10) school days of the grievable incident, the student and/or parent/guardian, (complainant), must discuss the incident with the person who originally took the action upon which the complaint is based indicating this is a grievance. The person shall reconsider the original plan of action and give a decision to the complainant. If the complainant is not satisfied with the decision, the complainant may carry the grievance to Step 2. Students under the age of 16 should have a parent/guardian present.

Step 2: If the grievance is not resolved at Step 1, it must be submitted in writing to the immediate supervisor of the person who took the original action within five (5) school days after the result of Step 1. If it is not submitted within five (5) school days following receipt of the Step 1 decision, the complaint is considered resolved.

Step 3: If the grievance is not resolved at Step 2 within five (5) days, the Board of Directors may elect to hear the grievance. The Board of Directors will review the grievance and will issue a decision regarding the grievance.

A grievance cannot be filed unless the complaint process has been followed.

SELF-MANAGEMENT

Self-management is a priority for a students' success in the learning environment. High standards and age-appropriate expectations are in place for students to manage their own belongings, behavior and academic work. To facilitate students' growth toward assuming full responsibility in these areas, the staff teaches self-management as part of the curriculum.

CHOICES AND CONSEQUENCES

Decision-making is a vital part of students' growth and development. Feeling the natural and logical consequences of their actions helps students develop responsibility and improved decision-making.

Natural consequences: A safe, nurturing environment helps students feel comfortable to make choices and experience the natural consequences of those choices. Teachers celebrate the positive consequences with students and provide a supportive environment where students can recover from negative consequences, thus learning from their mistakes.

Logical consequences: When natural consequences are not apparent or effective, teachers and students determine logical consequences for their negative choices.

VERBAL CONFLICT RESOLUTION

Time and attention are devoted to teaching children constructive ways to deal with conflicts that naturally arise when groups of people work closely together. When students are engaged in a conflict, the expectation is that they will seek peaceful and appropriate ways to resolve those conflicts. Students are taught the needed skills and vocabulary. Adults and other students model the conflict resolution process.

1. A student new to handling conflict resolution will usually address a teacher first. The teacher will then help identify the problem and the student's feelings. e.g. "Someone took my ball and I feel upset about it."
2. The student learns to express the problem and their feelings directly to the other person involved, sometimes with a teacher standing with him or prompting him. e.g., "I'm upset that you took my ball."
3. The other person takes responsibility for the problem, with support from a teacher as needed, and takes some action to rectify the situation. e.g., "I'm sorry. Here is your ball back." Or, "Can we play ball together?"
4. If there is further conflict, the student should continue to express their problem and feelings. e.g., "Well, I was trying to give it back to Johnny, who had it first. I feel bad that you took it from him." Students should take turns identifying problems and

feelings until arriving at a mutually acceptable solution.

5. If students are unable to reach a solution, they should request assistance from a teacher, who then will support them through the process.

WRITTEN SELF MANAGEMENT PLAN

In both academic and social areas, a pattern of inappropriate choices sometimes occurs. For example:

- a student may develop a habit of late homework assignments.
- negative behavior.
- a student may also make a one-time choice that is extremely inappropriate.

In these cases, a procedure is in place to help students learn to make more responsible choices. A teacher and student will together complete a Self-Management Plan, which identifies the issue, lists the appropriate behavior sought, and also describes a plan to enable the student to achieve this appropriate behavior. In most cases, this begins as a contract between the student and teacher. If this process is ineffective, assistance is sought from others, such as other staff or parents.

Teachers may implement any combination of the following steps on a case-by-case basis:

1. Student-staff conference
2. Written self-management plan
3. Inter-staff conference
4. Family notification
5. Family conference
6. Intervention plan
7. Counseling recommendation
8. Suspension or dismissal

The Self-Management Plan, with copies of other documentation, will be filed. To promote a respectful and responsible community, teachers continue to model and expect appropriate self-management throughout the year. Families are often asked to support the plan as designed by the student and teacher.

DISCIPLINE

My Place To Be Education Center rules apply at school, on school property, at school-sponsored events and during transportation via district busses and/or school events.

The school is committed to providing prompt, reasonable discipline consistent with the severity of the incident.

My Place To Be Education Center uses two types of discipline, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes change of seating or location, silent lunch, in-school suspension, and/or after-school detention.

DETENTION

A student may be detained after school by a teacher after giving the student and his/her parents/guardians one day's notice. The student or his/her parents/guardians are responsible for transportation.

FORMAL DISCIPLINE

Formal discipline removes the student from school for a period of time or permanently. This includes temporary removal, dismissal and emergency removal. Dismissal is a last resort at My Place To Be Education Center.

The following warrants immediate dismissal:

1. Possession or use of weapons, drugs, tobacco, vape devices, or alcohol.
2. The student is a danger to staff members or other students.

The following procedure will be followed after formal disciplinary action has been recommended by a staff member:

1. The staff member recommending formal discipline will complete a written description of the incident. A detailed account should include the date of incident, time of occurrence, and those involved with the incident.
2. A meeting will be set up with the student, parents/guardians and staff.
3. A behavioral plan written by staff, parents/guardians, and the student may be put in place to allow the student an opportunity to be successful in the program.
4. Students with a behavioral plan in place will be put on a 2-week probationary period. A weekly meeting will be scheduled with the parents/guardians to communicate progress.
5. If improvements have not been made during the probation period, a decision will be made to either extend the probation period or for dismissal.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to any other student, staff member or school property or an ongoing threat of disrupting the academic process takes place either in a classroom or elsewhere on the school premises, the administrator may have the student immediately removed from the school premises.

No prior notice or hearing is required for any removal under this procedure.

A meeting will be scheduled within one (1) day to determine if the student will be permitted to return to school.

SEARCH AND SEIZURE

My Place To Be Education Center administration is authorized to search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever the school administrator reasonably suspects that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

General housekeeping inspection of school property may be conducted with reasonable notice. Students have no reasonable expectation of privacy in the contents of any school property including desks or other containers. School authorities may conduct random searches of desks and their contents at any time without announcement.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas, including but not limited to, common areas, hallways, and classrooms. My Place To Be Education Center may use video cameras in such areas.

STUDENT INTERVIEWS/INTERROGATION

When outside agencies wish to question a student, all authority to conduct the interview will reside with the school administrator. The school administrator will determine the necessity of immediate access to the student and whether there must be parent/guardian permission to move forward with the questioning/interrogation.

If Children Services requests an interview with a student, they will be allowed to question/interview the student only in the presence of the school administrator and or/designee.

If law enforcement requests an interview with a student, they must obtain permission from the school administrator. The school administrator will contact the parent/guardian to receive permission/approval.

SECTION III – ENROLLMENT & ATTENDANCE

ADMISSION PROCEDURE

My Place To Be Education Center has a rolling admissions policy, subject to availability in the classrooms. Although applications are encouraged early in the calendar year, we will process applications throughout the year.

Each student will go through the following admission process:

1. A registration packet and scholarship application must be filled out.

2. A copy of the students birth certificate and a copy of current proof of residency is required. (i.e. utility bill, lease agreement, voter registration)
3. A review of students Evaluation Team Report, ETR and Individualized Education Plan, IEP, will be done by the educational staff.
4. The administrator and educational staff will review the file and evaluate whether the student is a good candidate for the educational environment.
5. If the student appears to be a good candidate, a visit with the parents/guardians and student will be scheduled.
6. A 30-day trial period will be established.
7. During the trial period the student will be observed on interactions with staff and students.
8. After the 30-day trial period a final decision will be made regarding enrollment.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

My Place To Be Education Center enrolls students of any race, color, religion, sex, gender, disability, age, sexual orientation, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the education center. It does not discriminate on the basis of race, color, religion, sex, gender, disability, age, sexual orientation, and national origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other center-administered programs.

WITHDRAWAL/TRANSFER FROM SCHOOL

As a courtesy to the administration and staff, parents/guardians are asked to notify the school 5 days before they transfer/withdraw their child to another educational setting.

ATTENDANCE POLICY

Attendance is necessary for academic success. Even excused absences impact learning due to missed instructional time. Parents/guardians are responsible to make sure children are in class, on time, daily.

Attendance is also required when remote learning is implemented. All students are expected to attend classes and complete assignments assigned online or by other means. Failure to log in and attend classes or complete assignments for remote learning counts as an absence.

Remote Learning¹: Each student is experiencing a learning opportunity supported by a teacher or educator who is in a different location. An educator might deliver instruction by using a device and checking in with students regularly. Remote learning also can include video or audio instruction delivered online or via television, video, telephone or another method that relies on computer or communications technology. It

¹ Ohio Department of Education, Remote Learning Resource Guide | April 2020

also may include use of printed, paper-based materials that incorporate assignments that engage and seek feedback from students.

Parents/guardians should make every attempt to schedule appointments after school hours or as late in the school day as possible. When a student is absent or will be tardy, the parents/guardians must notify the school prior to 8:45 am. When a student returns after an absence, a doctor excuse or note stating the reason for absence must be brought to the office.

EXCUSED ABSENCE

Ohio Revised Code Section 3321.04 and Ohio Administrative Code 3301-69-02 set forth the situations in which an absence can be excused, including the following:

- Illness of the child;
- Illness in the family necessitating the presence of the child;
- Quarantine of the home;
- Death of a relative;
- Medical or dental appointment;
- Observance of religious holidays;
- College visitation;
- Absences due to the student's homeless status;
- Absences due to a student's placement in foster care or change in foster care placement of any court proceedings related to the student's foster care status;
- Emergency;
- or other set of circumstances in which the judgement of the school administrator constitutes good and sufficient cause for absence from school.

MAKE-UP TESTS AND OTHER SCHOOL WORK

Students that are absent from school with an excuse will be given the opportunity to make up missed assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. Students absent without an excuse are expected to have assignments completed on time. Any assignments not complete will not receive credit.

If a student misses a teacher's test due to an excused absence, she/he may arrange with the teacher to take the test at another time. If she/he misses a state mandated assessment test or other standardized test, the student will be given the opportunity to make up the test(s) on mandated make-up dates.

REMOTE LEARNING

The goal of remote learning² is to ensure learning continues even though school buildings are closed. Remote learning engages students through a variety of learning opportunities, which can be delivered online or offline. Remote learning does not just mean online learning. Technology certainly is a supportive tool for remote learning, but powerful remote learning can occur through thoughtful offline lessons that encourage students to explore the natural world and engage in interdisciplinary and artistic hands-on learning.³ Remote learning means each student is experiencing a learning opportunity supported by a teacher or educator who is in a different location. Working in partnership with educational delivery partners, an educator might deliver instruction by using a device and checking in with students regularly. Remote learning also can include video or audio instruction delivered online or via television, video, telephone or another method that relies on computer or communications technology. It also may include use of printed, paper-based materials that incorporate assignments that engage and seek feedback from students.

Remote learning plans should not necessarily replicate a traditional school day—especially with regard to the daily schedule and timetable. Remote learning opportunities can be deployed in a flexible manner. Ultimately, students should be positioned to independently extend their learning with direction and guidance from their teachers. Special considerations need to be made for Ohio’s most vulnerable students, including students with disabilities, students for whom electronic mediums might not be developmentally appropriate (for example, preK and early grade students), students who are English learners and students who might not have access to technology.

Across Ohio, remote learning can be viewed as a continuum, as shown in the graphic below, depending on the unique circumstances of a school, its educational delivery partners and the connectivity, abilities, disabilities and ages of students. If possible, remote learning plans should include an array of learning opportunities that are both online and offline to accommodate these unique circumstances.⁴



All students are required to attend remote learning classes and complete assignments when remote learning is implemented.

²“Remote Learning Resource Guide” Ohio Department of Education. This document defines remote learning as learning that occurs when the learner and educator, or source of information, are separated by time and distance and, therefore, cannot meet in a traditional classroom setting. We use remote learning as a broader term that can include distance learning, online learning, virtual instruction or remote training. This document intentionally does not use the term distance learning, which is often internet-based instruction.

³ <https://www.edweek.org/ew/articles/2020/03/16/remember-online-learning-isnt-the-only-way.html>

⁴ “Remote Learning Resource Guide”, Ohio Department of Education

Remote learning may be implemented during school closures due to weather conditions, emergency situations, and/or governmental closures.

Parents/guardians and students should be prepared at home for remote learning situations. Log-in information along with passwords should be kept in an accessible location at home (i.e. on the refrigerator).

CHRONIC ABSENTEEISM

ESSA (Every Student Succeeds Act) defines chronic absenteeism as missing 10 percent or more of the school year for any reason — excused absences, unexcused absences and absences due to out-of-school suspensions. Students who are chronically absent are missing a significant amount of school, thus, missing out on important classroom time. Chronic absenteeism is different from truancy and from average daily attendance.⁵

HABITUAL TRUANCY

Ohio Revised Code defines habitual truancy as “any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.”⁶

EXCESSIVE ABSENCES

Ohio Revised Code defines excessive absences as a child of compulsory school age who “is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.”⁷

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 <i>without</i> legitimate excuse	42 <i>without</i> legitimate excuse	72 <i>without</i> legitimate excuse
Excessive Absences	--	38 <i>with or without</i> legitimate excuse	65 <i>with or without</i> legitimate excuse
Chronic Absenteeism	--	--	10% <i>with or without</i> legitimate excuse

Parents/guardians will be notified if their child falls into any of the above categories.

⁵ Ohio’s Resource Guide to Reduce Chronic Absenteeism

⁶ Ohio’s Resource Guide to Reduce Chronic Absenteeism

⁷ Ohio’s Resource Guide to Reduce Chronic Absenteeism

ABSENCE INTERVENTION

My Place To Be Education Center wants to see each student be successful in school. If a student's absences fall within the chart above, a meeting with the parent/guardian, student, and members of the absence intervention team will be scheduled. The team along with the parent/guardian and the student will discuss a plan of action to get the student back on track.

SECTION IV-ACADEMICS

ASSESSMENTS

Assessments in all subjects are performed to determine the best placement for the individual student. Additional assessments may be done throughout the school year to show growth or additional need in any academic areas.

Each school year, students will take grade level tests required from the Ohio Department of Education and required testing to maintain their scholarship status. Students may also complete other testing such as the IOWA test in order for the teaching staff to monitor growth.

QUARTERLY REPORT CARDS

My Place To Be Education Center does not believe that grades define a student, however, grades help communicate progress between the teaching staff and parents. Therefore, grades will be given and will be based on the effort put forth by the student. Grading periods will be approximately 9 weeks and will correspond with state required progress reports. The following grading scales will be used:

ELEMENTARY				MIDDLE/HIGH SCHOOL			
E	90-100%	EXCEEDS EXPECTATIONS		A	90-100%	D	60-69%
M	75-89%	MEETS EXPECTATIONS		B	80-89%	F	BELOW 60%
N	50-74%	NEEDS IMPROVEMENT		C	70-79%	I	INCOMPLETE
R	<50%	REMEDATION REQUIRED					

PROGRESS REPORTS

The staff will complete progress reports four times a year in accordance with ODE regulations. The purpose of these reports is to communicate with families the progress being made on IEP goals and objectives. These reports will be available to parents/guardians through the parent portal on OH/ID. If you need information on how to access the parent portal, contact the office.

GRADUATION REQUIREMENTS

Ohio's High School Graduation Requirements Classes of 2021 and 2022



It's Your **Future.** Get **Ready.**

Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.

As a student entering ninth grade between **July 1, 2017** and **June 30, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

Cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

You have the option to show you are ready by meeting the **original three graduation pathways** below that were available when you entered high school.

Show you are ready

Use at least one pathway to show that you are ready for college or a job.

1. Ohio's State Tests

Earn at least 18 points on seven end-of-course state tests. End-of-course tests are:

Algebra I or Integrated Math I	English I
Geometry or Integrated Math II	English II
American Government	Biology
American History	

Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies. Your school and district receive grades on the Ohio School Report Cards for all students' scores and participation on state tests.

OR

2. Industry credential and workforce readiness

Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

OR

3. College and career readiness tests

Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

The Ohio Department of Higher Education works with Ohio's universities to set the remediation-free scores for the ACT and SAT tests. Periodically, for a variety of reasons, these scores may be adjusted. For all high school juniors, the remediation-free scores set by Feb. 1 of their junior year will be used to meet their graduation requirement. The most up-to-date information regarding remediation-free scores can be found on the Department's graduation requirements webpage.

OR

(see reverse side)

TS

You can meet **new requirements** by demonstrating competency and readiness for a job, college, military or a self-sustaining profession.

Show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Is testing not your strength? After you have taken your tests, there are three additional options to show competency!

Option 1.

Demonstrate Two Career-Focused Activities*:

Foundational

Proficient scores on WebXams
A 12-point industry credential
A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

Work-based learning
Earn the required score on WorkKeys
Earn the OhioMeansJobs Readiness Seal

Option 2.

Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3.

Complete College Coursework

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

*At least one of the two must be a Foundational skill

AND

Show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- | | |
|---|--|
| <input type="checkbox"/> OhioMeansJobs Readiness Seal (Ohio) | <input type="checkbox"/> Honors Diploma Seal (Ohio) |
| <input type="checkbox"/> Industry-Recognized Credential Seal (Ohio) | <input type="checkbox"/> Seal of Biliteracy (Ohio) |
| <input type="checkbox"/> College-Ready Seal (Ohio) | <input type="checkbox"/> Technology Seal (Ohio) |
| <input type="checkbox"/> Military Enlistment Seal (Ohio) | <input type="checkbox"/> Community Service Seal (Local) |
| <input type="checkbox"/> Citizenship Seal (Ohio) | <input type="checkbox"/> Fine and Performing Arts Seal (Local) |
| <input type="checkbox"/> Science Seal (Ohio) | <input type="checkbox"/> Student Engagement Seal (Local) |



Want to learn more? Contact your school counselor or visit education.ohio.gov/graduation

COLLEGE CREDIT PLUS

Ohio's College Credit Plus gives students in grades 7-12 the chance to earn high school and college credit simultaneously by taking courses at participating Ohio colleges or universities. All public colleges and certain private colleges in Ohio are participating.

Tuition is free if a student takes classes at a public college. There may be modest fees for private college credit. **Your family may be responsible for the cost of textbooks.**

RETENTION AND PROMOTION

My Place To Be Education Center does not use retention unless absences are excessive or a student does not do coursework needed to pass required subjects.

FIELD TRIPS

An integral part of My Place To Be Education Center's philosophy is a commitment to experiential learning. Students learn about the world beyond the walls of the classroom by participating in a wide variety of outdoor explorations and investigating community resources. Teachers enrich student-learning experiences by incorporating several field trips during the year.

As field trips are a part of My Place To Be Education Center's curriculum, attendance is required. Field Trip Permission forms are signed at the beginning of each Education Center year that covers all trips. Parents/guardians will be notified in advance of any field trip so that they may plan accordingly. Some trips may not be appropriate for younger siblings and My Place To Be Education Center may request that they not accompany parent/guardian chaperones.

FIELD TRIP TRANSPORTATION

Students may be transported by staff or parent drivers. When children are transported via car, law requires car seats or booster seats. If your child is required to have a booster seat, Parents may leave **labeled** car seats at the Education Center on the day of a trip when dropping off their child. In the event that a car seat is not provided, and the staff cannot arrange one, parents may be called to deliver a car seat or pick-up their child. Please note that departure times cannot be delayed for missing car seats.

SECTION V - HEALTH AND WELLNESS

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado and lockdown drills and accident reporting procedures. If a student is aware of a dangerous situation or accident, s/he must

notify a staff person immediately. Safety drills are conducted throughout the year with students in attendance.

State law requires that all students have an emergency medical authorization completed and signed by a parent/guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs along with physician documentation to the school office.

MANDATORY REPORTING

As an Autism and Jon Peterson Scholarship provider and a private non charter non tax supported school under the law of The Ohio Department of Education, all staff of My Place To Be Education Center are mandatory reporters of child abuse and/or neglect. Upon reporting, the staff member will discuss the situation with their site director and decide if reporting to the appropriate community agency is necessary.

ACCIDENT/INJURY

All injuries must be reported to a teacher or the office.

For non-emergency accidents or incidents, a staff member will provide first aid. (soap & water, ice, band-aids, but no medication or antiseptics). The staff member will notify a parent/guardian or the emergency contact person listed on the student registration form if the injury needs medical attention or may leave a significant bruise or abrasion.

Parents/guardians will receive written notification of the incident. Written records of all accidents and incidents are kept in student's files.

EMERGENCY PROCEDURES

For serious illness or injury, a staff member will notify the following parties in this order:

1. 911 (Which may or may not result in transport to the family's preferred emergency room per EMT recommendation),
2. and parents/guardians of the student.

A staff member will accompany the student either by car or with the emergency team.

MEDICATION ADMINISTRATION

Students may only take medication during educational center hours if it is essential to maintaining their good health. In most cases medications can be administered at home. Staff members are prohibited from giving medicine to a student unless the following requirements are met:

- All prescription medicine must be in its original sealed container, labeled with the student's name, date, name of medicine, dosage to be given, and pharmacy medication number.
- All prescription medication must be accompanied by a doctor's note. All prescription refills must fulfill the same criteria.

- All non-prescription medicine must be in its original container. Over-the-counter medicine must be labeled with the student's name, date, dosage, and time to be given at the educational center. Please note: Medicine placed in plastic bags will not be accepted.
- Medicine must be brought to the educational center by a parent and an Authorization to Administer Medication Form must be completed for each medication to be dispensed.
- No more than a one-month supply may be kept at the educational center for any student who receives medicine on a regular basis.
- Students are strictly prohibited from providing or administering any medication to themselves or any other student. The only exception to this rule applies to students who require epinephrine injections (i.e., using an Epi-pen) or inhalers; state law allows these items to be carried and administered by the student. To comply with the rules outlined above, a parent must come to the educational center to complete the appropriate paperwork for any student who requires medication while the student is attending the educational center. Staff members are not authorized to call parents for consent to take over-the-counter medications (e.g., aspirin, Tylenol, Tums, cough drops).
- At the end of the year, all remaining medication must be picked-up by the parent. Any medication remaining at the educational center one week after the last day will be disposed of.

ILLNESS/COMMUNICABLE DISEASE

Please keep your child home if they:

- **Have a temperature of 100° or higher** (may return to school when fever free for 24 hours without fever reducing medication)
- **Vomited in the last 24 hours** (may return to school when able to eat two meals without vomiting)
- **Had diarrhea in the last 24 hours** (may return to school when diarrhea has stopped for 24 hours)
- **Have an itchy rash and fever** (may return to school when rash is gone, no longer itches and fever has been gone for 24 hours)
- **Have an itchy head, active lice or nits** (may return to school when head lice has been appropriately treated and head is nit and lice free)
- **Have an eye infection with red, crusty drainage** (may return to school when seen by a medical doctor and have a note to return to school)
- **Have been in the hospital or ER** (may return to school with a release to return to school from a medical provider)

Please do not send your child to school if they are exhibiting ANY signs of fever or illness.

Your child should be excluded from school for any of the following, they may return to school with a doctor note:

-Chicken pox -Impetigo -Roseola -Conjunctivitis -Influenza -Scabies
-Cytomegalovirus (CMV) -Mononucleosis -Strep Throat/Scarlet Fever
-Fifth's Disease -Pinworms -Staph or MRSA -Hand Foot Mouth -Ringworm
-Head Lice -Respiratory Syncytial Virus (RSV)

If your child becomes ill while at school, a staff member will contact you. You are required to pick up your child as soon as possible to eliminate exposure to other students and staff members. It is your responsibility to keep all contact phone numbers current.

COVID-19 GUIDELINES

From "Ohio Department of Health COVID-19 Health and Prevention Guidance for Ohio K-12 Schools"

My Place To Be Education Center will be following the guidelines for COVID-19 set forth by the Ohio Department of Health. They are as follows:

- Vigilantly Assess for Symptoms
- Wash and Sanitize Hands to Prevent Spread
- Thoroughly Clean and Sanitize School Environment to Limit Spread on Shared Surfaces
- Practice Social Distancing
- Implement Face Coverings Policy

ASSESSING FOR SYMPTOMS

Since COVID-19 spreads so rapidly, it is essential that students, parents/guardians, staff, and volunteers conduct daily health checks prior to going to school which should include taking their temperature and assessing their symptoms. **Anyone with symptoms (described below) or a temperature above 100°F should stay home.**

My Place To Be Education Center will be taking temperatures of students and staff as they enter the building. Students and staff will also be asked if they are experiencing any symptoms. All temperature readings and symptom findings will be recorded in a daily log. Additionally, any person, other than staff and students, will be assessed for symptoms prior to entering the school building. Visitors are strictly limited at this time.

COVID-19 SYMPTOMS

Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

You may have COVID-19 if you experience one or more of the following:

- **Fever or chills.**
- **Cough.**
- **Shortness of breath or difficulty breathing.**

- **Fatigue.**
- **Muscle or body aches.**
- **Headache.**
- **Loss of taste or smell.**
- **Sore throat.**
- **Congestion or runny nose.**
- **Nausea or vomiting.**
- **Diarrhea.**

If a student begins to show symptoms or has a temperature above 100°F while at school, they will immediately be separated from other students, and staff and will be monitored by a staff member wearing appropriate personal protective equipment (PPE) while maintaining physical distance when possible. The space where an individual waits before he or she goes home should be separate from the office and other areas students are likely to visit. Parents/guardians must pick up their child as soon as possible. If a staff member begins to show symptoms or has a temperature above 100°F while at school, they will immediately be sent home. Areas of the building that were occupied by a person exhibiting symptoms should be thoroughly sanitized.

School personnel will refer those displaying symptoms of COVID-19 to an appropriate health care professional or testing sites. Local health departments will be contacted in the case of positive or suspected COVID-19 cases in the school building. Local health professionals can help to identify potentially infected or exposed individuals and assist with appropriate notifications. Individuals who potentially have been exposed should follow quarantine and other recommendations from local public health officials and their medical provider.

Staff and students who have suspected or confirmed COVID-19 cannot return to school until they meet CDC criteria for return to work/school. Individuals who test positive for or are suspected to have COVID-19 must experience an improvement in symptoms and isolate for a period of time before returning to school.

HANDWASHING AND SANITIZING

Hand washing and sanitizing are important tools in preventing the spread of COVID-19 by killing the virus. Students and staff will practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. Opportunities will be provided throughout the day for handwashing. To supplement handwashing, hand sanitizer (60% to 95% alcohol based) will be available in high traffic areas including entrances to buildings and classrooms. Students and staff will be instructed to use the sanitizer. Additionally, staff and students should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.

CLEANING AND SANITIZING

Our goal is to reduce or eliminate shared materials. Cleaning, sanitizing, and avoiding shared materials reduces the chance that students and staff will come into contact with viruses on surfaces.

COVID-19 can spread by a person touching a contaminated surface, and then touching the mouth, nose, or eyes.

Surfaces will be cleaned frequently, paying close attention to high touch areas and shared materials, sanitation wipes or disinfectants labeled for use against SARS-CoV-2 (COVID-19) will be available in each room and common space. The sharing of supplies and materials will be minimized and if items must be shared, they will be sanitized between each user.

PRACTICE SOCIAL DISTANCING

Keeping a distance of six feet or more between people adds another layer of prevention against the spread of COVID-19 by minimizing the chance of coming into contact with the virus through respiratory droplets. Distancing of six feet or greater is key in preventing droplet spread when speaking loudly, singing, or playing a musical instrument, which have been connected to increased respiratory droplet spread.

Our school staff will try when possible to:

- Maintain 6-foot social distance among students and staff in all school environments, including classrooms, hallways, restrooms, cafeteria, playground, drop-off and pick-up locations, and school buses. Where social distancing is difficult, face coverings are even more essential.
- Reinforce distancing with visual cues such as floor markings and signs.
- Avoid using shared materials or shared spaces (lockers, cubbies, etc.) Reduce the mixing of student groups.
- Limit the number of visitors to our school. Not allow parents/guardians to come into the building during drop-off and/or pick-up time. Eliminate field trips or large group events where intermingling often occurs.

FACE COVERING POLICY

Wearing face coverings is especially important during times of elevated community spread, particularly when social distancing is not possible. School settings are especially high risk for community spread. Although children are less likely to become severely ill, they often are carriers of the virus and can spread it to school staff or family members at home, some of whom may be high-risk. Additionally, those family members can then carry the virus to others in workplace and community settings.

Face coverings are critical to preventing the spread of the virus from person-to-person. Any person entering the school will be required to wear a face covering.

FACE COVERING POLICY FOR SCHOOL STAFF

School staff **must** wear masks. All school staff and visitors must wear face coverings unless it is unsafe to do so or where doing so would significantly interfere with the learning process.

Exceptions include:

- Facial coverings are not advisable for health reasons
- Facial coverings are not required when the staff works alone in an assigned work area
- There is a functional (practical) reason for a staff member or volunteer to not to wear a facial covering in the workplace.
- Facial coverings in the school setting are prohibited by law or regulation
- Facial coverings are in violation of documented industry standards
- Facial coverings are in violation of the school's documented safety policies

(Schools must provide written justification to local health officials, upon request, explaining why a staff member is not required to wear a facial covering in the school. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.)

Staff who care for individuals with symptoms must use appropriate personal protective equipment (PPE), provided by the school, in accordance with OSHA standards.

FACE COVERING POLICY FOR STUDENTS

All students will be required to wear a facial covering unless it is unsafe to do so or where doing so would significantly interfere with the learning process.

Facial covering breaks will take place throughout the day. A facial covering break means that students will be allowed to go outside, while practicing social distancing, and remove their facial covering for a couple of minutes. Facial coverings must be put back in place before reentering the school.

My Place To Be Education Center will also follow the CDC's Considerations for K-12 Schools: Readiness and Planning Tool. These guidelines may change at any time. If you have any questions, please feel free to contact the office.

SECTION VI - DRESS CODE

No clothing may be worn that features offensive language, racial or ethnic statements, references to tobacco, drugs, alcohol or gangs, or wording/graphics that are suggestive of sexual or other inappropriate behavior.

Please remember to use good judgment when choosing appropriate clothes for your child to wear. Students' clothing should be safe for themselves and for the children around them. Therefore, the following guidelines should be considered:

- Casual, loose clothing that allows children to move and play comfortably is recommended.
- Shoes should be safe and appropriate for recess and PE. Close-toed shoes are best and are required for "PE days." Flip-flops, shoes without a heel strap, boots, "wheelies," dress shoes or shoes with high heels are not safe and should not be worn.
- Beach attire, such as halter tops, bare midriffs, strapless shirts or dresses, spaghetti strap shirts or dresses, see-through clothing, off-the-shoulder blouses and short skirts/shorts are not appropriate.
- In hot weather, students may wear shorts that are at least mid-thigh in length. Remember, however, that long pants protect knees better than shorts do. Pants and shorts must be worn at the waistline and must not expose undergarments.
- Clothing which displays vulgar language or symbols or promotes drugs, alcohol or other inappropriate or illegal messages are not permitted.
- Clothing must be in good repair and clean.
- Bracelets and other dangling jewelry can tangle in play equipment and cause injury and should not be worn.
- Please be aware that students will be going outside on cold days. Make sure your child is dressed for the weather and has a coat with or without a hood, a hat and a pair of gloves.

Before your child walks out the door, please make sure he/she is wearing appropriate clothing. Students wearing inappropriate clothing may be asked to wear an oversized shirt or be restricted from some activities.

You may keep an extra set of clothes in your child's book bag if you feel it is necessary.

SECTION VII - ADDITIONAL INFORMATION

COMMUNICATIONS

There are numerous ways in which My Place To Be Education Center communicates with families. Please make sure that your contact information is current with the school.

EMAIL / HANDWRITTEN NOTES / FLYERS

Parents/guardians are encouraged to establish a line of communication with their child's teacher. Communication is best done through email and/or a handwritten note. Handwritten notes should be sent to the school with your student and delivered to the classroom teacher.

Staff and teachers will communicate with parents/guardians through email messages and/or printed flyers sent home with students. Please remember to check your email daily for any communications sent from the school. Have your child check their book bag every day for important information that may have been sent home.

REMIND

Remind is a texting app that My Place To Be Education Center utilizes to communicate to families via text message. Please be sure that your correct cell phone number is on file with the office. You will be prompted to accept text messages from Remind the first time you receive a message.

FACEBOOK

Information will also be posted to the My Place To Be Facebook page.

MY PLACE TO BE EDUCATION CENTER WEBSITE

Check our web site frequently for up-to-date school information, classroom news, and information at www.myplace2b.org. The website is updated frequently with new information and coming events. The front page has many links that will direct you to the various activities and events.

ZOOM MEETINGS

Due to COVID-19 regulations and guidelines, meetings with parents/guardians that once took place in person may take place via a Zoom meeting.

The school office is open daily from 8:30 - 3:30. Please call 740-899-4296 with any questions.

GROWTH OF MY PLACE TO BE EDUCATION CENTER

My Place To Be Education Center is a non-profit institution that receives revenues from tuition, fees, endowment, and charitable contributions. The tradition of philanthropic giving that was initiated with the founder's vision for the education center continues today with the generous financial support received from parents, grandparents, alumni, alumni parents, foundations, corporations, and other friends. Annual, capital, and endowment giving, as well as honoraria and memorial gifts, are just some of the various ways people give to the education center. The Board of Directors also supports fund-raising activities that are coordinated through the education center and parent's organization. While contributions are voluntary, all parents are asked to share in the vision and spirit of these programs with their charitable philanthropic support. As 85% of My Place To Be Education Center's Education Center budget pays teacher salaries, every extra dollar raised helps to enrich our educational offerings by allowing us to purchase new materials and coordinate special activities.

TUTORING STUDENTS

We allow parents to set up a mutually agreed upon location and time to meet with our outside teachers and tutoring staff. If a family chooses to meet in their home for tutoring, parents must be present at all times during the tutoring session, there are no exceptions to this rule. **Please note: COVID-19 regulations and restrictions may hinder the availability for in-home tutoring. Please contact the school for more information**

STAFF DEVELOPMENT

As teachers and staff of exceptional children it is imperative for our staff to continue to develop their skills and knowledge in education and behavioral advancements. We require our staff to continue education requirements to maintain their licenses and encourage them to take additional education classes through seminars, college and other means to develop their knowledge to teach the children at My Place To Be Education Center. All of our staff have valid background checks done prior to hiring at My Place To Be Education Center.