



educational service center  
of Central Ohio

**2024-2025**



# VENTURES II

**Handbook**

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Westerville, OH 43082

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## We're So Glad You're Here!

Welcome to Ventures Academy (Westerville) and Ventures II (Columbus)! Whether you are a returning student or new to our program, we are excited to support you in making gains in your behavioral, academic, and social goals for the school year. This handbook is to give families information regarding student expectations while attending Ventures Academy and Ventures II (jointly referred to as Ventures). The handbook also describes the services and benefits students will be able to experience while attending Ventures. Please note that, as we hope the handbook is useful as a guide, it in no way encompasses all experiences or behaviors that may need to be addressed as the student makes gains throughout the academic year.

The individualized education goals addressed will lead to the continued growth and success of each student. The Educational Service Center of Central Ohio's Center for Student Services staff is committed to helping ensure that all students have the ability to learn and be successful by forming a partnership with all students, parents and school district representatives. The classroom learning experience will be based on the appropriate grade-band Ohio Learning Standards. Teaching to the state standards will enable our teaching staff to prepare each student for future academic success.

In addition to high academic standards, Ventures is dedicated to promoting a positive learning environment for each student attending our program. We have adopted a research-based approach to behavior intervention by implementing a Positive Behavior Interventions and Supports framework, which has shown to improve social-emotional growth and behavioral outcomes. These improved outcomes will result in higher academic achievement and success for our students.

Please take the opportunity to review the information in this handbook. Each student is responsible for knowing the information in this handbook.

We look forward to the 2023-2024 school year, and we will work hard to ensure that each student has a rewarding educational experience while attending Ventures.

Thank you for your support,  
Ventures Academy and Ventures II Program Staff





# Alternative Education Program Calendar

Ventures Academy (Westerville) follows Westerville City School District calendar regarding holidays, breaks, and emergency closures. Ventures II (Columbus) follows Whitehall City School District calendar regarding holidays, breaks, and emergency closures. Each school will provide a calendar to families.

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## Important Dates

Aug 05	First Day - New Staff
Aug 06	First Day - Returning Staff
Aug 06	Opening Day - All Staff Report
Aug 7-19	Professional Development Day
Aug 20	First Day of School
Sep 02	Labor Day - No School
Sept 25	Professional Development Day
Oct 18	Professional Development Day
Oct 18	End of Quarter
Nov 05	Professional Development Day
Nov 27-29	Fall Break
Dec 23-Jan 3	Winter Break
Jan 08	End of Quarter
Jan 20	Martin Luther King's Day
Jan 21	Professional Development Day
Feb 14	Professional Development Day
Feb 17	President's Day
Mar 14	End of Quarter
Mar 24-28	Spring Break
Apr 18	Good Friday
Apr 21	Professional Development Day
May 22	Graduation
May 26	Memorial Day
May 28	End of Quarter
May 28	Last Day of School
May 29	Professional Development Day
Staff Work Days (New)	191
Staff Work Days (Returning)	190
Student Days	173
Days in 1st Quarter	41
Days in 2nd Quarter	44
Days in 3rd Quarter	43
Days in 4th Quarter	45

## Alternative Education Program

The ESC's alternative education program was established through the cooperative efforts of the Educational Service Center and local school districts to provide an opportunity for those students who are unable to adjust to the educational programs available in traditional schools.

Our mission is to provide each student with:

- A safe learning environment
- A challenging academic program
- The tools necessary to help enable the student to succeed in school

In the alternative education program, students are supported by a team of highly qualified and licensed/certified professionals. Our staff works collaboratively with families and district personnel to support the unique needs of each student. All staff is trained in the Crisis Prevention Institute Nonviolent Crisis Intervention Training Program, which includes a series of interventions and techniques intended to support students and maintain a safe school environment. This training enables staff to assist students in using coping skills related to academic, behavioral, and social concerns.

Students enrolled in alternative education settings typically have not been successful in a traditional school setting, have grades below projected levels, are frequently tardy or have excessive absences, have a medical condition that precludes a full-day schedule, and/or have issues with suspension/expulsion from school. In order to address these challenges, our program uses a Positive Behavior Intervention and Supports framework to cultivate a positive learning environment and high academic, social, and behavioral achievement.



## Program Overview

### **Ventures Academy**

7233 Northgate Way  
Westerville, OH 43082  
740.369.1175

### **School Hours for Students**

Monday - Friday  
8:00 a.m. - 2:15 p.m.

Ventures Academy is an alternative education program designed to serve students with disabilities in grades 1-12 who need social and behavioral interventions. The program consists of scheduled individual and small group sessions with a licensed independent social worker, support in the classroom from a Behavior Intervention Coordinator, academic instruction from a highly qualified Intervention Specialist, therapeutic art classes and project-based learning opportunities. Ventures Academy offers individualized, blended learning opportunities offered through teacher-led instruction and online curriculum. Students learn English Language Arts, Mathematics, Science and Social Studies based upon the Ohio Learning Content Standards for their appropriate grade band. In addition to small-group, teacher-led instruction, teachers also use digital curriculum to support student learning.

### **Ventures II**

1565 Integrity Dr. N  
Columbus, OH 43209  
614.753.4670

### **School Hours for Students**

Monday - Friday  
7:45 a.m. - 2:00 p.m.

Ventures II is an alternative education program designed to serve students with disabilities in grades 7-12 who need social and behavioral interventions. The program consists of scheduled individual and small group sessions with a licensed independent social worker, support in the classroom from a Behavior Intervention Coordinator, academic instruction from a highly qualified Intervention Specialist, therapeutic art classes and project-based learning opportunities. Ventures II offers individualized, blended learning opportunities offered through teacher-led instruction and online curriculum. Students learn English Language Arts, Mathematics, Science, and Social Studies based upon the Ohio Learning Content Standards for their appropriate grade band. In addition to small-group, teacher-led instruction, teachers also use digital curriculum to support student learning.



## Academics

### Classroom Expectations

Rules and routines are established using Positive Behavior Intervention Supports (PBIS) to provide schoolwide and classroom norms. All students are expected to be respectful towards peers and staff, follow adult directions, complete assignments, act physically appropriate. Be an active and positive participant in all activities at Ventures.

### Grade Cards

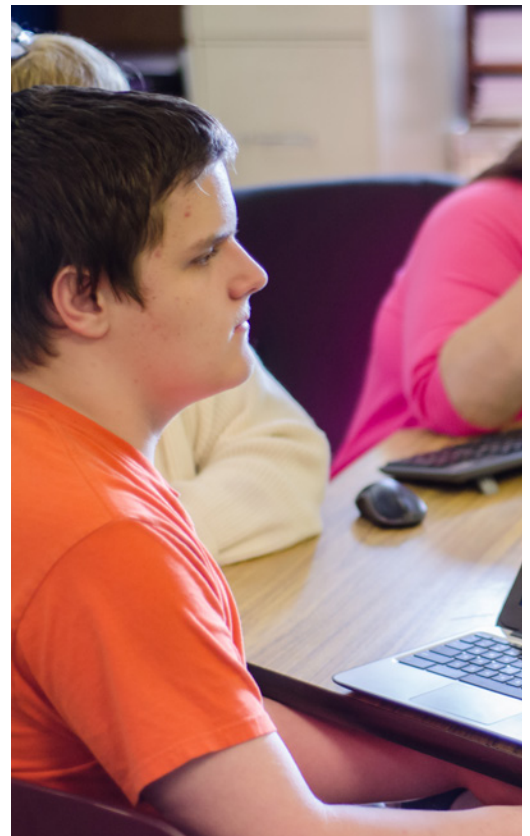
Grade cards are a form of student progress and are sent home at the end of each grading period. Interim reports are sent home at the midpoint of each grading period if the student is failing. Individualized Educational Plan (IEP) goal progress reports are sent home with interim and/or grade cards.

### Academic Misconduct

A student shall not knowingly represent the work of another as their own. This includes but is not limited to:

- Using, obtaining or providing unauthorized assistance on exams, quizzes, papers, or any other academic work
- Fabricating data in support of laboratory work
- Communicating, copying, or allowing another to copy material
- Using unauthorized materials during a quiz, test, project, or homework assignment
- Submitting falsified information for grading purposes
- Plagiarizing
- Using electronic devices unfairly

Students participating in any form of academic misconduct may receive a zero for the assigned work in addition to other appropriate discipline if deemed necessary by the administration.



Poor attendance disrupts the continuity of instruction. Classroom participation is an important facet of the educational process. It facilitates the understanding of complex information and/or concepts.

1. Students are expected to attend school every day.
2. Students are to follow the calendar of the Alternative Education Program included with this handbook, rather than the calendar of their home school.
3. Attendance will be reported to the home district and to the juvenile court if the student is court involved. We are required to follow House Bill 410 regarding truancy.
4. Students will be excused for the following reasons: illness of the student, death in the immediate family, an emergency at home, a court appearance, or for other reasons with administrative approval.
5. If a student is absent, a parent or guardian must report it to Ventures the morning of the absence.
6. A written doctor's excuse will be required when a student is absent for 5 days or more.
7. Students arriving later than 7:45 a.m. will be reported tardy.
8. Students arriving after 9:30 a.m. will be reported as a half-day absent.

#### **House Bill 410: Habitual and Chronic Truancy**

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra resources and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes took effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school.

To support academic success for all students, the district will partner with students and families to identify and reduce barriers of regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy, if applicable

#### **Definition of Truancy and Excessive Absences**

Definition of "habitual truant" has been changed from days to hours. The new definition is:

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in one school month without a legitimate excuse
- Absent 72 or more hours in one school year without a legitimate excuse



“Excessive absences” is defined as:

- Absent 38 or more hours in one school month with or without a legitimate excuse
- Absent 65 or more hours in one school year with or without a legitimate excuse

### **District Responsibilities When a Child Has Excessive Absences**

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

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

### **District Action When a Child is Habitually Truant**

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

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

### **Make-Up Work**

Make-up work may be requested from the program office once the student has been absent for more than three days. Students who are absent on the day of a pre-announced quiz, test, or project will be required to take the quiz/test upon returning to school. Homework assigned prior to the absence is due upon his or her return. The office should be contacted at the onset and periodically throughout the duration of a prolonged illness to acquire homework assignments and other information that will enable the student to maintain school-work as much as possible.

### **Planned Absence**

Planned vacations or other extended absences must be requested and approved prior to the absence to have the absence excused. A student who is in school any part of the school day must turn in assignments due that day.

### **Returning to School After an Absence**

If the parent or guardian does not call the day their student is absent from school, s/he must send a note to school explaining the absence on the day the student returns in order for the absence to be “excused.” Notes to excuse an absence will not be accepted after the second day of the return to school. It is the student’s responsibility to request all missed assignments the day they return to school. The student has time to make up all work equal to the number of days absent.

### **Unexcused Absences**

Unexcused absences will be dealt with according to HB 410. Interventions for truancy may include parent notification, a hearing with an administrator or referral to the county court liaison officer.

## Early Dismissal

1. Students requesting an early dismissal must bring a note from their parent/guardian, which is given to the teacher of record as they enter for the day. The note should explain the reason for the early dismissal and should provide a phone number where the parent/guardian can be reached.
2. Please make sure anyone who picks up your student is on the contact list. Also, if it is their first time picking them up, they MUST provide a legal ID identifying themselves before we will release the student.

## Calamity Days

Because there are several school districts that send students to the Alternative Education Program and the program is located in different school districts, the policy for calamity days is clearly outlined below. Please contact Ventures Academy (740.369.1175) or Ventures II (614.753.4670) if you have questions regarding the calamity guidelines.

Calamity days for the Alternative Education Program are determined by the location of the school building. Therefore, since Ventures Academy is located within Buckeye Valley School District, students attending Ventures Academy will follow Buckeye Valley School District to determine when school is closed or delayed. Students attending Ventures II will follow Columbus City Schools to determine when school is closed or delayed

- **Ventures Academy: Follows Buckeye Valley School District for calamity days**
- **Ventures II: Follows Columbus City School District for calamity days**
- When the school district where your child attends an Alternative Education Program is CLOSED due to weather or other calamity, then regardless of your child's home district (the school district in which your child lives), the Alternative Education Program is CLOSED. Your child would not attend school.
- When the school district where your child attends an Alternative Education Program is DELAYED due to weather or other calamity, then regardless of your child's home district (the district in which your child lives), the Alternative Education Program is DELAYED.
- Students shall not arrive to school before 9:45 a.m. when the school district where your child attends an Alternative Education Program is DELAYED. If your child is transported by cab, the cab will not be permitted to drop off your child before 9:45 a.m.
- When your child's home district (the school district in which your child lives) has CLOSED or DELAYED due to weather or other calamity, but the school district in which your child attends an Alternative Education Program is OPEN, then transportation would not be provided to your child and they are not expected to attend school. However, parents have the option to transport your child to Ventures Academy, even if the home district is CLOSED for the day.



Administrators, teachers, staff, etc... shall not discipline a student for wearing dress code appropriate clothing that does not conform to perceptions of gender-based stereotypes unless it has been deemed to cause a disruption.

No student should be disproportionately affected by dress code enforcement because of gender, gender identity, gender expression, race, body size or body maturity. Additionally, students shall not face discrimination or denial of educational opportunities based on hair texture or protective hairstyles.

Especially where students may face threats of violence or abuse at home, school staff should use discretion and maintain student privacy in disclosing the specific dress code or uniform violation to their parent or guardian (for example if the student is gender non-conforming at school but not at home due to threat of abuse).

Students should dress in a manner that, in addition to the following guidelines, takes into consideration the education environment, safety, health, and welfare of self and others. Symbols or slogans of hate with historical/social roots of discrimination, such as swastikas and the confederate flag, are prohibited.

While being permitted to reasonably reflect changes in style trends, student dress should be clean, neat and modest. Dress that is bizarre, offensive, revealing, disruptive, distracting or that which violates health regulations or raises safety issues will be subject to regulation by the school staff. In all cases, the site staff reserves the right to make judgments and decisions regarding appropriateness and acceptability of student dress.

In order to assist parents and students in understanding what is acceptable, the following guidelines should be followed:

1. Skirts and shorts must be at least fingertip length when students are standing straight with arms hanging loosely by their sides.
2. All pants must be pulled up to the hips. Belts, if worn, are to be fastened. Underwear cannot be exposed.
3. Under garments must be worn.
4. Hats or head coverings of any kind, except those worn for religious and/or cultural reasons should not be worn in the building unless approved by the campus administration.
5. Clothes should be clean without offensive language, illustrations or that display or promote alcohol, tobacco or drugs are prohibited.
6. Students are prohibited from wearing clothing/apparel that is offensive by discriminating on the basis of race or ethnicity, socioeconomic status, gender, national origin, sexual orientation, political or religious affiliation, physical characteristics or disability.
7. Students are prohibited from wearing clothing/apparel that is, or may be perceived as, gang identification or affiliation.
8. Dark glasses may not be worn without written orders from a physician.
9. Bare midriffs are unacceptable even when arms are raised.



Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The ESC of Central Ohio Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities at the Educational Service Center of Central Ohio properties, including activities on school property or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity, or function, such as field trips or athletic events where students are under the school's control, in a school vehicle or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, graphic, verbal or physical act that a student or group of students exhibits toward another particular student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Harassment, intimidation, and bullying also means electronically transmitted acts that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. Please contact your building administrator regarding procedures to report incidents of harassment, bullying, and other behaviors.

### **Student Hazing**

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Governing Board employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. All hazing incidents shall be reported immediately. Students and staff who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with the law.

## Getting Help

### **For Bullying, Harassment, Intimidation:**

If you are being bullied:

- Tell a teacher, the principal or a staff member, and parents or guardians, about the incident.
- Calmly tell the bully to stop or say nothing and walk away.
- Do not retaliate against the bullying student.
- If you see someone being bullied:
  - Tell a teacher, the principal or a staff member about what you saw or encourage the bullied student to report the incident to a staff member or fill out a bullying report.
  - If you feel comfortable doing so, calmly tell the bully to stop.
  - Be a good friend to the student who is being bullied.
  - Encourage the student who is being bullied to walk away from the situation.
  - Do not laugh or join in the bullying.
  - Do not gossip about the bullying situation to other students.
  - Do not retaliate against the bullying student.

### **For School-Related Problems:**

If a student has a problem related to discipline, security or personal safety, the student should do one or all of the following as quickly as possible:

- Tell a teacher or staff member or talk to the principal or a designated staff person.
- Talk to someone who can help with ways to deal with a problem—perhaps a peer mediator, peer helper, teacher, school mental health specialist, school administrator or an adult mentor.
- Tell parents or guardians about the problem.

### **For help with personal problems that may impact a student's school life or activities, the student should:**

- Discuss the problem with parents or guardians, if possible.
- Talk with mental health specialist.

### **For help with academic problems, the STUDENT should:**

- See the teacher who teaches the subject.
- If the problem remains unresolved to the student's satisfaction, talk to the school principal.
  - Parents or guardians may want to join discussions with principal or related staff

## Discipline Procedures

### **Board Policy (po5600)**

Discipline procedures in the alternative education program follow the Code of Conduct adopted by the ESC Governing Board and are supported by each of the local districts' Board Policies and Guidelines. Discipline is a key component in developing a safe and orderly environment conducive to learning. Discipline is also a learning experience for our students to encourage the process of learning appropriate behavior. Our goal is not to punish, but to teach. The entire staff will be working as a team, setting a positive tone in the classroom, and setting goals for individual student's progress in this area. If an issue of discipline cannot be resolved in-house, then parents, juvenile court, and the home school district may be contacted.

## Code of Conduct Regulations for Students

The Ventures program embraces alternative discipline measures that address behaviors through measures of teaching using Positive Behavior Intervention Supports (PBIS) and Restorative Practices. Our goal is not to punish but teach. The Ventures staff will work with students and families to establish individual goals regarding behaviors. As part of this instructional approach to discipline, efforts will be made to create environments for students that allow them to use self-regulation strategies such removing themselves from volatile situations to predetermined safe places, access to the mental health therapist, or being able to talk to staff member that has purposely formed a mentorship relationship with the student. The goal of the Ventures program is to deal with situations requiring discipline programmatically. With this philosophy in mind, student behaviors may still result in corrective action that includes more traditional consequences that include emergency removal, suspension, and expulsion when student behaviors cause an unsafe environment. Ventures staff reserves the right to notify the police if student behavior is dangerous, threatening (as determined by staff), or when criminal acts are involved. Any major infractions listed below are to be reported to the student home district and ESC of Central Ohio associate director and the student is to be removed from the program until the district disciplinary process has been completed.

1. **Truancy** is unexcused absence from school.
2. **Fighting/Violence** is mutual participation in an incident involving physical violence.
3. **Vandalism/Damage to School or Personal Property** is the willful destruction or defacement of school or personal property.
4. **Theft/Stealing Personal or School Property** is the unlawful taking of property belonging to another person.
5. **Use, Possession, Sale, or Distribution of a Firearm:** A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.
6. **Use, Possession, Sale, or Distribution of a Dangerous Weapon:** Other than a firearm or explosive, incendiary, or poison gas, a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930).  
2.11 Student Discipline (GD) Record Revised: September 22, 2020 ODE EMIS Manual, Version 7.1 Page 7 of 14
7. **Use, Possession, Sale, or Distribution of Any Explosive, Incendiary, or Poison Gas:** Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
8. **Use, Possession, Sale, or Distribution of Tobacco Products:** This includes smokeless tobacco.
9. **Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages**
10. **Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol:** Use, possession, sale or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district's policies.
11. **False Alarms/Bomb Threat:** Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
12. **Disobedient/Disruptive Behavior:** Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (examples include dress code violations, inappropriate language, cursing, inappropriate gestures).
13. **Harassment/Intimidation:** Repeatedly annoying or attacking using physical, verbal, written, or electronic action that creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (for example, bullying, hazing, threat of harm).



- 14. Firearm Look a Likes:** Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring-loaded device or air pressure by which to propel an object or substance (examples include toy guns, cap guns, BB guns, pellet guns).
- 15. Unwelcome Sexual Conduct:** Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (examples include pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).
- 16. Serious Bodily Injury:** An incident that results in serious bodily injury to oneself or others. Serious bodily injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).

## Positive School Intervention Support (PBIS)

A school practicing PBIS can be recognized by the mutual respect shown among all staff and students, aimed at creating a school that maximizes learning and minimizes problem behavior. PBIS is a data-driven, prevention-focused approach for meeting the behavioral needs of all students. This PBIS framework is part of Ventures tiers of interventions, a proven step-by-step process that uses both prevention and intervention techniques to meet the needs of the whole child. A child is given as much support as needed, receiving everything offered in Tier 1 before moving into Tier 2 and Tier 3.

### **Tier 1 – Strong Schoolwide Instruction | The Largest Tier | Leads to Success Behaviorally for 80-90% of Students**

Tier 1 emphasizes positive reinforcement and rewards as well as acknowledgment for good behavior such as a school store where students' good behavior earns them shopping privileges.

### **Tier 2 – Targeted | The Middle Tier | Provides Additional Support and Strategies for Helping Students Who Struggle Despite Schoolwide Instruction | Includes 5-10% of Students**

Tier 2 uses small-group settings to reteach students social skills and developmental skills. A strategy could include daily check-ins with a trusted adult at school for encouragement and reinforcement of expected behavior. All students at Ventures will receive Tier 2 services within the classroom as well as Tier 3 services provided by a mental health professional.

### **Tier 3 – Intensive | The Smallest Tier | Includes 1-5% of Students**

Tier 3 strategies are designed to meet the needs of individual students, including referrals to the ESC's Specialized On-Site Support (SOS) team and outside agencies. This wraparound approach will include family participation as the student strives for better self-regulation.

## Restorative Practices

### **Board Policy (po5630.01)**

Ventures takes a restorative approach to discipline to create a learning environment where students are held accountable for their actions and words. Restorative Practices consist of positive interventions to correct discipline, particularly for Category I and Category II offenses. In addition to encouraging improved behavior, Restorative Practices promote:

- Self-accountability and reflection of misbehavior
- Conflict resolution among students
- Development of a teacher and student relationship
- Reduction of poor behavior

Restorative Practices vary based on a student's behavior and needs. The best results are achieved when students willingly engage in the interventions.

## PBIS In Practice: Behavior, Interventions, and Response

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"><li>• Follow directions</li><li>• Obey classroom rules</li><li>• Communicate respectfully</li><li>• Use polite words</li><li>• Consider the feelings of others</li></ul>	<ul style="list-style-type: none"><li>• Tell the truth</li><li>• Do your work</li><li>• Ask before borrowing</li><li>• Take care of school property</li></ul>	<ul style="list-style-type: none"><li>• Stay in assigned area</li><li>• Keep hands/feet to yourself</li><li>• Solve problems peacefully</li><li>• Respect others' opinions</li></ul>

**Tier 1 Infractions: Academic misconduct, dress code infraction, gambling, disobedience, disruption, non-compliance, minor theft, verbal offence**

### Intervention and Response

<b>Skills-Based Supports</b> <ul style="list-style-type: none"><li>• Reteaching of classroom or bus expectations, procedures, and routines</li><li>• Increase positive feedback for demonstration of expected behavior</li><li>• Reminder/redirection on ways to ask for help or solve problems</li><li>• Reminder/redirection on ways to manage emotions</li><li>• Reminder/redirection of appropriate classroom language</li><li>• Teacher/student conference</li></ul>	<b>Restorative Practices</b> <ul style="list-style-type: none"><li>• Quick individual skill coaching</li><li>• Fee restitution</li></ul> <b>Optional Administrative Actions</b> <ul style="list-style-type: none"><li>• Removal from instruction</li><li>• Note: A recurring behavior infraction may be treated as an infraction at a higher level</li></ul>	<b>Staff/Administrative Actions</b> <ul style="list-style-type: none"><li>• Fidelity check of school-wide systems, structures, and supports</li><li>• Review (classroom) behavior management plan including social skills teaching and reinforcement</li><li>• Classroom supports</li><li>• Seat change, assigned seating</li><li>• Loss of related privileges</li><li>• Parent/guardian notification</li><li>• Increase active supervision</li><li>• Confiscating items</li></ul>
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**Tier 2 Infractions: Tobacco/smoking, physical contact (fighting), gang activity, violence/ threats of violence, bullying, harassment, sexual misconduct, damaging property, theft, persistent Tier 1 behaviors**

## Intervention and Response

<b>Skills-Based Supports</b>	<b>Restorative Practices</b>	<b>Staff/Administrative Actions</b>
<ul style="list-style-type: none"> <li>• Reteaching of classroom or bus expectations, procedures, and routines</li> <li>• Increase positive feedback for demonstration of expected behavior</li> <li>• Reteaching ways to ask for help, solve problems, manage emotions</li> <li>• Self-charting of behaviors skill practice/role play</li> <li>• Individual skill coaching</li> <li>• Student contract</li> <li>• Reinforcement of Tier 1 supports</li> </ul>	<ul style="list-style-type: none"> <li>• Guided conversations using restorative questions</li> <li>• Restorative Circle for problem solving</li> <li>• Community Service (as restitution)</li> <li>• Peer mediation</li> <li>• Reflective essay</li> <li>• Restorative back-to-class plan</li> </ul> <p><b>Optional Administrative Actions</b></p> <ul style="list-style-type: none"> <li>• Removal from instruction</li> <li>• Note: A recurring behavior infraction may be treated as an infraction at a higher level</li> <li>• Court mediation</li> <li>• Police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a student skill plan</li> <li>• Initiate behavior support plan</li> <li>• Formalize check-in/out plan with adult</li> <li>• Loss of related privileges</li> <li>• Assigned seating</li> <li>• Time out of classroom: less than 15 min.</li> <li>• Consultation with colleagues</li> <li>• Consider referral to SOS team</li> <li>• Parent/guardian conference</li> <li>• Increase active supervision</li> </ul>

**Tier 3 Infractions: Alcohol, arson, bomb threat, repeated bullying/harassment, drugs (paraphernalia, prescription, use/possession), discriminatory harassment (disability, ethnicity, gender, sexual, social-economic, religious, sexual orientation), assault, weapons, theft, persistent Tier 2 behaviors**

## Intervention and Response

<b>Skills-Based Supports</b>	<b>Restorative Practices</b>	<b>Staff/Administrative Actions</b>
<ul style="list-style-type: none"> <li>• Small group skill instruction</li> <li>• Targeted instruction focused on the area of need</li> <li>• Increase positive feedback for demonstration of targeted behaviors</li> <li>• Individualized skill instruction by licensed support staff</li> <li>• Individual behavior support plan</li> <li>• Individual coaching by licensed staff</li> <li>• Individual Behavior Support Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative back-to-class plan</li> <li>• Staff-led mediation</li> <li>• Restitution for property incidents</li> <li>• Restorative circle</li> <li>• Restorative transition back-to-class plan</li> <li>• Neutral party mediation</li> <li>• Family group conference (may be as part of a move to a new setting)</li> </ul> <p><b>Optional Administrative Actions</b></p> <ul style="list-style-type: none"> <li>• Emergency removal</li> <li>• Suspension</li> <li>• Augmented school day</li> <li>• Expulsion recommendation</li> <li>• Online-only instruction</li> <li>• Court involvement</li> <li>• Police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to SOS team</li> <li>• Loss of related privileges</li> <li>• Alternative instruction</li> <li>• Student-staff conference</li> <li>• Consult with School Resource Officer</li> <li>• Loss of transportation</li> <li>• Development of a re-entry plan</li> <li>• Parent/guardian conference</li> <li>• Consultation with Assistant Superintendent and Equity Director or Executive Director of Student Services, as needed</li> </ul>

Note: The lists above are not all encompassing. Therefore, any infraction not listed will be dealt with depending on the severity of harm, damage, and legality.



## Emergency Removals, Suspensions, Expulsion, and Other Discipline Processes

### Board Policy (po5610.03, 5610, 5611)

A dismissal for one school day or less is a day of suspension if the student with a disability does not receive regular or special education instruction during that dismissal period. A student with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days. Consistent with federal law, before initiating an expulsion or exclusion, the district (ESC), relevant members of the student's IEP team, and the student's parent shall determine whether the student's behavior was caused by or had a direct and substantial relationship to the student's disability and whether the student's conduct was a direct result of a failure to implement the student's IEP. When a student with a disability who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the district (ESC) shall continue to provide special education and related services during the exclusion or expulsion.

	IEP Team Meeting Required	Manifestation Determination Required	Functional Behavioral Assessment Plan Required	Alternative Education Services Required
Student removed for one school day or less	No	No	No	No
Student suspended for less than five consecutive school days	No	No	No	No
Student suspended for six or more consecutive school days	Yes	No	No	No
Student removed for 11 cumulative days in a school year or more	Yes	Yes	Yes	Yes (e.g. alternate day schedule)
Student suspended from the bus	IEP specific	IEP specific	IEP specific	IEP specific
Parent requests a manifestation determination following any removal for disciplinary reasons	Yes	Yes	No (unless removed 11 or more days)	No (unless removed 11 or more days)

The following rules have been established for the orderly conduct and safety on all district provided transportation:

- Ride their assigned bus or other pre-authorized transportation (students may not drive to school)
- Follow the bus rules included in this handout
- Students should arrive at the bus stop 5 minutes before the bus is scheduled to arrive
- Students may use only their regular bus stops unless they have written parental and administrative authorization to do otherwise. It is the parent's responsibility to contact the transportation department at the home school to get permission for this to occur
- Obey the bus driver at all times
- Maintain own personal space by keeping hands/feet (other parts) off of each other
- Use polite verbal and non-verbal language
- Use the front entry door to exit
- Keep whole body within the confines of the bus
- Students will remain seated in assigned seats while the bus is in motion
- Students will keep aisles and exits clear
- Students will maintain a low-level voice while on the bus
- Keep the bus travel safe by keeping entry/emergency doors closed and close windows prior to leaving the bus
- Keep all interior items clean and free of writing, tears, and other damage (seats, radio, bus controls or any other equipment on or in the bus)
- Keep the bus safe:
  - Cigarettes, lighters, matches, and other accelerants are prohibited
- Safety first: items are not thrown at or in bus
- The bus is for human transportation only, keep pets at home
- Food and drinks need to remain in bags
- Be respectful to the bus driver and other passengers
- Keep talking to a minimum when crossing railroads
- Keep personal music to yourself and listen with headphones. During travel only.
- No fireworks, large toys, laser pointers, glass bottles or knives allowed on the bus
- No alcohol or other illegal substances are allowed on the bus

Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.



## Be Respectful, Be Responsible, Be Safe

In addition to the Code of Regulations students in the Alternative Education Program are required to:

- Follow all verbal and written directions directed from any staff member
- Be respectful to staff, students, the buildings, school property, and the grounds (students and their families may be financially responsible for damages)
- Be prepared and pay attention during instruction
- Have parent/guardian turn all prescription and non-prescription medication into the staff, who will administer it according to the appropriate authorization form on file
- Be alert and ready to learn (no sleeping in class)
- Accept the consequences for breaking school and/or classroom rules
- Be outside the building or leave the viewing sight of staff members only if given express permission from the staff member in charge
- Be helpful to others without causing intentional harm
- Leave money, jewelry, games, and electronic equipment at home unless given express consent of the site staff in charge
  - o The school is not responsible for lost or stolen items

## Wireless Electronic Devices

### Board Policy (po5136.01)

Students who choose to bring a personal cellular telephone or other wireless handheld electronic device to Ventures will be required to turn the device in to the school administrator before entering the building. All devices will be secured in a container in a locked drawer for the school day and will be returned to students at the end of the school day. Students who do not comply with this expectation will have their parent called. If the student still refuses to turn in the device, the parent will be responsible for coming to Ventures to pick up the device before the student can return to the classroom.

- No expectation of confidentiality will exist in the use of electronic devices on school property.
- Students are personally and solely responsible for the care of their wireless device. If a student chooses to bring a wireless device to school, they fully understand that when it is turned in to the school administrator, the school is not responsible for any damage that might possibly occur to the device.
- Electronic devices provide a significant distraction to students' ability to attend to the academic tasks, follow staff directions, and cause conflict amongst students/staff due to the playing of loud music and photos/videos being taken without permission.
- Violation of this policy can result in discipline ranging from a verbal warning up to and including suspension, expulsion, and notification of law enforcement authorities. The particular discipline imposed will depend on the number of prior violations and the nature of the violation.
- Parents/guardians can speak with their child during the school day by calling the school's main phone number.



## Communication During an Emergency

In the case of a schoolwide emergency, school personnel will call parents/guardian and/or individuals listed on the students' Emergency Medical Card to notify the parent/guardian of the emergency and pick-up information of the student.

## Food and Drinks in the Classroom

In order to model healthy eating habits, all drinks and snacks provided by the school and school staff will meet USDA guidelines for Smart Snacks in School.

Due to concerns about mixing substances into drinks, students will not be allowed to have juice, pop, or energy drinks brought from home in the classroom. Students may carry a clear water bottle and refill their bottles with water throughout the school day. If a student wishes to drink pop brought from home at lunch in the cafeteria, it must be opened in front of staff.

Drinks brought in differently labeled containers (for example a pink juice in a Mt. Dew bottle) will not be allowed and will be confiscated by school staff.

Violation of this policy can result in discipline ranging from a verbal warning up to and including suspension, expulsion, and notification of law enforcement authorities. The discipline imposed will depend on the number of prior violations and the nature of the violation.

## Blankets and Pillows

Blankets and pillows are not permitted. Any blanket or pillow brought to school will be placed in a bag and kept outside of the building until the end of the school day.

## Tobacco, Vaping, and Other Substances

### Board Policy (po7434)

The Governing Board is committed to providing students, staff, and visitors with a smoke- and tobacco-free environment. The negative health effects of smoke tobacco use for both users and nonusers, particularly in connection with secondhand smoke, are well established.

The Governing Board of the ESC of Central Ohio is interested in protecting students and staff who choose not to smoke or use tobacco from an environment noxious to them. Additionally, the Board does not condone smoking or the use of tobacco.

Type of conduct prohibited by this code of regulations:

- No student shall smoke, use, or possess any substance containing tobacco, including, but not limited to cigarettes, e-cigarettes, vapor cigarettes, cigars, a pipe, clove cigarettes and chewing tobacco. Paraphernalia used in lighting these substances in any form is also prohibited. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time.
- Buying, selling, transferring, using, possessing, or being under the influence of any controlled or counterfeit substance, drugs, narcotics, marijuana, or any substance that is made to look like a controlled substance or is represented to be a controlled substance or that you think is a controlled substance.
- Buying, selling, transferring, or using any drug, medication, inhalant, or other substances which can be taken internally where the student or students involved cannot show a legitimate health reason for the use of such substance.
- Possessing, using, or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs, alcohol, or petroleum products.

Any student engaging either specifically or generally in the types of stated behaviors is subject to one or more of the following:

- In-school interventions
- Unruly or disruptive charges being filed with juvenile court
- Removal from curricular or extracurricular activities pursuant to 313.66 Ohio Revised Code
- Emergency removal
- Suspension Alternative Program (for Delaware County students only)
- In-school suspension
- Out-of-school suspension
- Expulsion



## Grading System

Listed below is the grading system. Parents and students will be advised of achievement and progress each nine-week/grading period. Parents are encouraged to contact the teacher to monitor their student's progress between progress reports. Unexcused absences may be reflected by a lower grade.

90–100% = A Excellent

80–89% = B Above Average

70–79% = C Average

60–69% = D Below Average

0–59% = F Failing

## Academics and Computers

Due to the blended curriculum of online and traditional classroom related instruction, it is expected that students have access to a smart device, such as a tablet, computer, or phone, to complete school assignments from home. If a student does not have the internet at home or does not have access to a device, they are advised to check with their local library or community center for information of availability of use of their devices and hours of operation.





# **Student Acceptable Use Policy (AUP)**

## **Grades K-12**

The ESC supports the use of technology in the ESC's Alternative Educational instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. Students will have the opportunity to use technology as a resource within the scope of their educational pursuits. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. The administration and teachers will do their best to ensure that technology will be used for educational purposes only. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing technology at school, students must sign the Student/Parent Acceptable Use Policy Signature Form. Parent permission is required for minors.

## **ESC of Center Ohio Student Computer Network/Internet Acceptable Use Guidelines**

The following guidelines apply to students accessing the Internet via the ESC of Central Ohio network. Students in ESC classrooms housed in locations where they access the network of other districts/agencies shall abide by the acceptable use policy of that entity. A copy of these guidelines shall be provided to staff, students, and parents/guardians. Parents/Guardians will complete the Parent/Guardian Permission Form upon registration for new students annually. The signed form will be kept in the student's cumulative folder. Users shall not have access to the network until they have signed the Parent/Guardian Permission Form. Any parent/guardian of a student under the age of 18 may direct that the student not be given access to the Internet, by providing written notice to the superintendent of the ESC of Central Ohio.

### **Acceptable Uses**

The district-wide network, Internet, and technology are provided for students for educational purposes: to support learning, inform/enlighten, research educational topics, and practice curricular skills.

The system administrators in consultation with appropriate ESC of Central Ohio administration members shall determine the appropriate and inappropriate use of the ESC network, Internet, and technology systems. If ESC of Central Ohio Administration determines the computer network system is being inappropriately used, they may terminate access or privileges at any time. Additionally, the administration may request a system administrator to deny, revoke, or suspend specific user access and may recommend further disciplinary action if inappropriate use is discovered. Due to rapid changes in technology, a user's access and/or these guidelines are subject to change at any time.

The smooth operation of the network relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided here so that the users are aware of the responsibilities that they possess. If a user violates any of these provisions, his or her access or privileges may be terminated, future access could be denied, and further disciplinary action could be taken in accordance with the terms and conditions contained herein. Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the ESC of Central Ohio at any time for technical, policy, or other reasons.



When using the network, students should remember that they are representing themselves and the ESC to others. Users are expected to abide by generally accepted rules of network etiquette, and conduct themselves in a responsible, ethical, legal, and polite manner while online. Users are responsible for their conduct. While the ESC of Central Ohio teachers and other staff may make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student and the parent/guardian.

Users have no privacy expectation in the contents of their personal files or any of their use of the District's network or equipment within. The District reserves the right to monitor, track, log, and access all use and/or communications created within, including employees, students, and guest's personal computers, network, Internet, electronic communications, and media brought onto ESC of Central Ohio property or at ESC of Central Ohio events, for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with these guidelines. This includes, but is not limited to video, images, audio files, or any other electronic data.

Access to all data on, taken from, or compiled using the ESC of Central Ohio's network, computers or electronic devices is subject to inspection and discipline. The ESC of Central Ohio may also limit access depending on student and staff schedules and equipment availability. All such information, content and files shall be and remain the property of the ESC. Students must understand that personal technology devices brought into an ESC of Central Ohio classroom or onto ESC of Central Ohio property, may be legally accessed, if suspected they contain ESC information and/or are a possible violation of ESC governing board policies, in order to insure compliance with ESC policies, to protect the ESC's resources, and to comply with the law.

### **Unacceptable Uses**

Misuse means any violation of these guidelines or any other use that is not included in these guidelines but has the intent or effect of harming another or another's property. The following are examples of the types of specific conduct that is not an acceptable use of the ESC of Central Ohio network and/or electronic resources. The enumeration of the unacceptable uses is by way of example and not by way of limitation.

- Uses or activities that violate the law or ESC policy or that encourage others to violate the law or ESC of Central Ohio policy.
- Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or ESC of Central Ohio policy.
- Using inappropriate language, including swearing, vulgarities, or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory, or threatening.
- Using the Network to make, distribute, or redistribute jokes, stories, or other material that would violate these guidelines or the ESC's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics.
- Attempting to reach Internet sites blocked by the software on school computers or to "hack" into other accounts or restricted information.
- Creating, copying, viewing, transmitting, downloading, uploading, or seeking sexually explicit, obscene, or pornographic materials.
- Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or any other materials that violate or encourage others to violate the law or ESC of Central Ohio policy.

- Unauthorized copying, modifying, intruding, or attempts to copy, modify, or intrude into the folders, files, data, work, networks, passwords, or computers of others, or intercepting communications intended for others.
- Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.
- Downloading and/or saving music or images, unless given permission by a teacher.
- Engaging in harassment, stalking, or other repetitive unwanted or abusive communication, or using the Internet in support of such activities.
- Uses or activities that cause damage to property.
- Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful components or corrupted data, or vandalizing the property of another.
- Vandalism includes any attempt to hack, alter, harm, destroy, or interfere with the normal operation of software, hardware, data of another user, other ESC of Central Ohio Network resources, or the use of the ESC of Central Ohio Network to do any of the same acts on the Internet or outside Networks.
- Uploading, downloading, copying, redistributing, or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
- Commercial uses. At no time may the network or the Internet be accessed (including sending email) for purposes of engaging in or supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as "junk e-mail").
- Uses or activities unrelated to legitimate District purposes. Users may not, during the school day, access the Internet for purposes of personal shopping, buying, or selling items, connecting with a personal website or blog that is not part of a class project, receiving or posting messages to websites or blogs not part of a class project, participating in any type of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing unless it is during non-class time and unless assigned for a specific educational purpose. (Examples: Amazon, eBay, Expedia, Drudge Report, dating services, chat rooms, poker websites, CNN, ESPN)
- Use of non-school-sponsored blogs, email, websites, and other social networking sites now known or later developed are not permitted during the school day. Improper or inappropriate use of said sites outside of the school day may result in disciplinary action and/or appropriate legal action. Such situations may include but are not limited to:
  - A published threat toward a student or school employee.
  - A posting that calls for the violation of laws or school rules and/or policies.
  - Publishing information or rumors about a student or school employee that may damage or defame one's character.
  - The disruption of class or school business.
- Uses that disrupt the operation of the network; intentionally abuse the software and/or hardware; or intentionally consume limited computer paper excessively or telephone resources, such as through spamming, creating or transmitting mass emails or chain letter, or extensively using the Network for non-curriculum-related communications or other purposes exceeding these guidelines.
- Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier that makes message recipients believe that someone other than you is communicating or otherwise using the other's access to the Network.

- Political uses: Creating, transmitting, or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Additionally, users shall not solicit political contributions through the network from any person or entity or conduct any type of campaign business.
- Installing or downloading software or hardware without the prior consent of an ESC administrator. Students may not move, repair, reconfigure, reprogram, modify, or attach any external devices to Network equipment, computers or systems. Students shall not remove, alter or copy District software for their own personal use or for the use of others.
- Giving personal information beyond directory information for self, other students, volunteers, and/or district employees, without permission from teacher and parent or guardian. (A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law.)

## **ESC Monitoring/Filtering Policies**

ESC of Central Ohio computers, technology, the Internet, and the use of electronic communication are not inherently secure or private. Students are urged to be caretakers of their own privacy and should not store sensitive or personal information on ESC of Central Ohio computers. Therefore, all network activity and information accessible via the computer resources shall NOT be regarded as private communication. Network users should have no expectation that any information contained on the network is confidential or private. Network users have no right of privacy in data submitted via the network. *United States v. Simons*, 206 F.3d 392 (4th Cir. Feb. 28, 2000). System administrators or designated administrative personnel may monitor and review files and messages in order to analyze the use of systems or compliance of policies, conduct audits, review performance or conduct, obtain information, or for other reasons. According to the Electronic Communications Privacy Act, 18 U.S.C. §§2701-2711, use of public networks constitutes consent to monitoring. The ESC of Central Ohio reserves the right to disclose any electronic message to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the ESC of Central Ohio, or by a third party against the user or pursuant to a public records disclosure request. Review of such information may be done by the Superintendent or Superintendent's designee with or without the student's knowledge. The use of passwords does not guarantee confidentiality, and the Superintendent or Superintendent's designee retains the right to access information in spite of a password. In ESC of Central Ohio classrooms that filter through the information technology center MEC, the ESC, in combination with the Metropolitan Education Council ("MEC"), utilizes filtering software to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The ESC of Central Ohio will also monitor the online activities of students, through direct observation and/or technological means, to limit student access to such depictions or any other material which is inappropriate for minors. Users are prohibited from taking any action that would override the filtering system. ESC of Central Ohio classrooms housed in school districts may use district internet resources and may use alternative methods for filtering web content for students.

## **Account Security**

If and when Network users are issued passwords and/or user accounts, they are responsible for the use of said passwords and accounts. Network users may not misrepresent themselves or allow any other persons to misrepresent themselves by using the network under the guise, password, or name of another user. Network users shall not reveal their passwords to anyone, violate anyone's right to privacy, or reveal other persons' names, personal addresses, phone numbers, or places of business. Any problems that may arise from the misuse of an owner's account will be the responsibility of the account owner. Use of an account by someone other than the registered account holder may result in a loss of account privileges. Network users are always required to secure their technology and are responsible for safeguarding their own passwords. Network users will be held accountable for the consequences of intentional and negligent disclosure of such information. In addition, any abuse or violation of the conditions of these administrative regulations which is contrary to the ESC's standard policies and practices may lead to further disciplinary action.

## **Security Breaches**

If users identify a security problem on the Network, such as evidence of hacking, users must notify a system administrator, teacher, an ESC administrator and/or system administrator immediately. All users agree to cooperate with the ESC of Central Ohio in the event of an investigation into any allegations of abuse or security breaches on the Network.

## **Failure to Follow Guidelines**

Violations of these guidelines may result in disciplinary action, including but not limited to restriction or termination of access to the Network, and/or other discipline in accordance with the applicable Student Conduct Policy or other Board policies. If access is terminated, the ESC may refuse to reinstate access for the remainder of a student's enrollment in an ESC educational program. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Specific disciplinary measures will be determined on a case-by-case basis.

## **Warranties and Indemnification**

The ESC makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Network, including but not limited to the loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, or user error or omissions. There is no perfect filtering or monitoring technology. Because access to on-line services provides connections with other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the ESC of Central Ohio can control the content of the information available on these systems. As such, the ESC cannot guarantee inadvertent access by users to inappropriate material on and over the Internet. Users should be warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Some sites on the Internet may contain warnings as to their content, and users are advised to heed these warnings. Not all sites that may contain inappropriate material, however, will include warnings. You must take responsibility for your use of the Network and stay away from these sites. Parents/guardians of minors are the best guide to the materials to avoid. If you find that other users are visiting offensive or harmful sites, you should



report that use to a teacher or ESC administrator. If you should mistakenly access inappropriate information, you should immediately tell your teacher to protect yourself against a claim of violating these guidelines. The ESC of Central Ohio is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Network, you are agreeing to cooperate with the ESC in the event of the ESC of Central Ohio's initiating an investigation of use or access to the Network, whether that use is on an ESC of Central Ohio computer or on another computer outside of the Network. By accessing the Network, you are further agreeing to indemnify and hold the ESC of Central Ohio and the Information Technology Center and all their administrators, teachers and staff harmless from all loss, costs, claims or damages (including attorneys' fees) resulting from access to and use of the Network through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user. Each user is responsible for reading and abiding by these guidelines. If you have any questions about the provisions of these guidelines, you should contact an ESC of Central Ohio administrator.

## Websites

Websites created through the Network and/or linked with the ESC's official website must relate specifically to ESC-sanctioned activities, programs, or events. Websites created using the Network or the ESC's equipment, or websites created as part of a classroom or club assignment, or activity are the sole and exclusive property of the ESC. The ESC reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. All external websites linked with any ESC web page must prominently display the following disclaimer:

*This is not an official website of the ESC of Central Ohio. The ESC of Central Ohio does not control and cannot guarantee the timeliness or accuracy of the information on this website. Any views or opinions expressed herein are solely those of the creators of this website*



# ESC of Central Ohio Student Computer Network/Internet Acceptable Use Guidelines

Please read and understand the Student Computer Network/Internet Acceptable Use Guidelines before signing this form. This is a legally binding document.

We hereby certify that we have read and understand ESC of Central Ohio's Student Computer Network/Internet Acceptable Use Guidelines.

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the ESC of Central Ohio's Computer Network/Internet Acceptable Use Guidelines. I understand that access to the electronic network is designed for educational purposes only. However, I also recognize it is impossible for the ESC of Central Ohio to restrict access to all controversial materials, and I agree to hold ESC of Central Ohio and its officers, agents and employees from any and all liability of any kind that may result from my child or ward's access to inappropriate materials in connection with network usage. Further, I accept full responsibility for supervision if and when my child's use of an ESC account is not in a school setting. I agree that the ESC of Central Ohio shall not be held liable for any interruption in service of these electronic resources as the result of suspension due to student misuse, storms, fire, or other network interruption. It is further understood that misuse of these resources can result in suspension of electronic resource privileges and possibly in other discipline.

I further certify that all information provided for the creation of this account is truthful and accurate.

Student's name: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade: : \_\_\_\_\_  
Teacher: \_\_\_\_\_  
Student's home address: \_\_\_\_\_  
Student's city, state, zip: \_\_\_\_\_  
Student's home phone: \_\_\_\_\_  
Student's signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Parental Agreement and Release

I have read and understand the Student Computer Network/Internet Acceptable Use Guidelines, and I agree to all its terms and conditions. I confirm my child's intentions to abide by the terms and conditions therein.

Parent/Guardian Name: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_  
Relationship to Student (circle):    Parent            Guardian            Other: \_\_\_\_\_  
Date: \_\_\_\_\_

THIS FORM IS VALID FOR AS LONG AS THE ABOVE STUDENT IS ENROLLED IN AN ESC OF CENTRAL OHIO EDUCATIONAL PROGRAM.

# Alternative Education Student & Parent Handbook 2024-2025

## Signature Page

The purpose of the Alternative Education Student & Parent Handbook is to provide an outline of expected student conduct, as well as specific, current information regarding guidelines and procedures intended to maintain a safe, healthy, and positive learning environment. Please read the handbook, and feel free to contact Ventures with any questions or concerns.

I, \_\_\_\_\_, have received the Educational Service Center of Central Ohio's Alternative Education Student Handbook 2024-2025.

Signing this form acknowledges I have read, understand, and will follow the guidelines and procedures outlined in this handbook.

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

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

Program Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Acknowledgment

Thank you to all of our students and their families for taking the time to familiarize yourselves with the content of this handbook. In our experience, it is much better to clearly state expectations to allow us to set the tone for our Alternative Education Program from the beginning of the school year. Our intention is to teach, and we believe that more learning can take place when these conditions are met.





educational service center  
*of Central Ohio*



## ESC of Central Ohio

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