

The Children's Home of Cincinnati  
HOPE ACADEMY SCHOOL

1805 Miles Rd.  
Cincinnati, OH 45231  
(513) 825-2441  
(513) 825-0764 fax

2008-2009



**STUDENT HANDBOOK AND CODE OF CONDUCT  
UPDATED 8/2008**

**Table of Contents**

	<u>Page number</u>
Program Description	2
Teaching Family Model of Behavior Modification	3
Behavior Intervention	3
School Hours	3
Procedures	4
Incident Weather	4
School Rules	4-6
Office Referrals	6
Attendance, Grades & Quarterly Evaluations	6-7
Work Permits	7-8
Expulsion	8
Communication	8

Supplies	8
Lunch Policies	8
Communicable Disease Policy	8-9
Calendar	10
Client's Rights	11-15
Acceptance Form	16

## THE HOPE ACADEMY

The Hope Academy School is chartered by the State of Ohio as an independent, nonpublic school for children with special needs. In our school, we provide an alternative placement for children in grades 7-12 who are having difficulty succeeding in classrooms provided by the public school system. These children are in need of a highly structured program with low teacher to student ratios that focuses on their individual academic and developmental needs. Our schools use The Teaching Family Model philosophy to teach students important lifelong skills.

The teachers and support staff are specially trained to identify and manage the social, emotional, and behavioral problems that accompany the child. They are trained to provide Therapeutic Crisis Intervention when necessary.

In addition to providing curriculum tailored to each student's individual needs, The Hope Academy School curriculum includes a social skills class for all students. These classes address the social, emotional and developmental difficulties of the students we educate, as well as providing social skills training, character building curriculum, anger management, conflict resolution, esteem building, how to succeed in the community, job skills training, and interviewing skills. We also have a Virtual Learning Academy that provides an alternate educational option for older students in need of credit recovery. Our curriculum is aligned with the State of Ohio Curriculum Standards.

We know that school has been difficult in the past for you and your child, and we want this experience to be better. We want your child to learn to work through problems concerning school in a positive way and we encourage your child to seek the staff's help.

We have written this handbook to provide you with guidelines, rules, and information to help your child be successful in school and have a more positive school experience. Please call the Vice-Principal or Principal if you have any questions.

Sincerely,

The Hope Academy

### **The Teaching Family Model of Behavior Modification**

The Teaching Family Model of Behavior Modification is designed to teach students specific steps to much needed skills while allowing for management and correction of negative behaviors in day-to-day situations. Students carry a point sheet throughout the day and earn positive or negative points based upon demonstration of both positive and negative behaviors. When negative points are earned, students have the opportunity to practice the skill and earn points back through teaching interactions with staff.

In order to succeed, students need clear expectations and low tolerance for demonstrated negative behaviors. Students who display acceptable behaviors and a desire to learn new skills are rewarded with privileges throughout the day.

As students begin to succeed they may move to Level Two of the program after the student requests a meeting with staff. This status comes with additional privileges and responsibilities. After continued success on Level Two is displayed, there is opportunity to request a move to Level III .

It is our goal that every child becomes successful and productive citizens. Through use of the Teaching Family Model, staff and students work together toward this goal.

### **Behavior Intervention**

Educational Aides as well as the school Therapist are available to work with students individually as the need arises. Students are encouraged to use all staff members to assist them in problem solving.

### School Hours

Scheduled school hours are 7:45am- 2:15pm. Students are dismissed from the school busses at 7:45 am. The buildings are locked prior to that time. To ensure safety of all students it is our practice to inspect all students upon their bus dismissal in the mornings. This consists of searching backpacks, coat pockets and using a metal detector or wand. The students are to report to homeroom at 7:45 am. Point sheets are filled out for all students in homeroom. At 8:00 am, when first period begins, attendance is taken. If the parent/guardian calls to notify the school of an illness, the absence will be excused. When the school is not notified, the absence will be marked unexcused. Three unexcused absences results in the home school district being notified immediately. Any student arriving after 8:00 am needs to report to the Administration Building to get their point sheet or hall pass. Students are dismissed at 2:15 pm.

### Procedures

#### New Student Orientation

New students will be given an orientation during their first day of school. They will be given a school handbook and a review of its content. They will also be shown the classrooms and introduced to available staff. Point sheets will be explained. Students will be assessed and assigned to a homeroom based on age, academic functioning and grade level.

#### Visitors

All visitors are required to sign in immediately upon arrival in the administration building. A sign-in sheet will be filled out with information as to name, organization, arrival time, purpose of visit, and departure time.

This includes any visitor that is not a direct employee of the Children's Home of Cincinnati. Prior to departure the visitor must sign out and note the time.

### Changing Classes

The Hope Academy has a rotating class schedule. When classes are dismissed, students are to move directly to the next class period. Students will move to the next class under the supervision of staff and will not leave their assigned area unless directed to do so by staff.

### Inclement Weather

The Hope Academy will notify radio and television stations as to closures and delays. We recommend watching 12WKRC-TV for the most up to date information. If driving conditions are difficult, as indicated by cancellation of yellow bus or van service, our schools will be closed. If Cincinnati Public Schools or Mt. Healthy City Schools are closed or delayed, The Hope Academy will be closed as well.

### School Rules

So that we may provide a positive educational experience, certain rules and regulations have been developed. Following these rules will enable each student to gain the most from their time here. These rules are in effect for the entire school day—during and between classes, during lunch, on field trips, and during special events. It is important to remember that the way each student acts and dresses is a reflection of their attitude towards themselves and their surroundings. Each student is expected to show respect for him/herself and the school.

Listed below are the rules, which are consistently applied throughout the school day. The teachers may also have specific rules for their classrooms, which each student is also expected to follow. It is necessary for our school and the student's home to work together to promote acceptable behavior. Any student that violates a criminal law will be referred to the local police authorities.

#### **Rules:**

Attend all classes.

Students are to remain in their assigned area until they have received permission from the staff to the leave that area.

Display appropriate behavior at all time.

- No aggressive behaviors that threaten the safety or welfare of others are allowed
- No classroom disruptions that inhibit the learning process are allowed
- Students are expected to obey classroom rules and respect the rights of others
- Students are expected to cooperate and to follow staff instructions.
- Instigation of a fight is viewed the same as being in a fight
- Threats to do physical harm to others, or to attempt to intimidate others, the act of belittling others through hazing, physical or verbal harassment, and racial or ethnic remarks are illegal and will be treated as such.

Remain in assigned area.

Students are not permitted to leave their assigned area without permission.

Bring appropriate items to school.

- Items that disrupt the educational process are not allowed at school. Examples of these items are: cell phones, CD players, MP3 or I-pods, toys, radios, alcohol, drugs or weapons.
- Confiscated items will only be released to a parent/guardian, unless such items are illegal. These items, such as drugs, alcohol or weapons will be discarded or turned over to the police.
- If parent/guardian is unable to retrieve items they will be returned to the student upon the last day of school.
- All students are searched and wanded with a metal detector upon arrival to school.
- The Hope Academy cannot be responsible for items that are lost, damaged or stolen while on campus.
- 

Come to class dressed appropriately.

A student's appearance expresses and impacts how he/she feels about him/herself and our school. It can also disrupt the classroom if inappropriate. In order to create the proper educational environment, and for reasons of health and safety for all students and staff, it is necessary to establish limits within our dress and appearance code.

- **Clothing and accessories must be free from writing, pictures, symbols, signs or figures that depict or promote: alcohol, tobacco, weapons, illegal substances, obscene/vulgar language or gestures, controversial topics, gangs or sex.**

- No pajama tops or bottoms or night clothes can be worn to school.
- Tops must fit properly. All tops must be long enough to cover the midriff. No mesh or tank tops. Shirts must cover cleavage.
- Bottoms/pants/shorts must stay on hips and be at least to the mid thigh.
- Skirts and Dresses MUST come to the knee.
- Shoes must fit properly and be appropriate for school. No slippers, flip-flops or high heels are permitted.

Students who are inappropriately dressed for school will receive a call home, may have to go home and change or spend the day in ISS if we do not have something appropriate and available on campus for them to put on.

Show respect for our schools.

The school buildings and grounds are for everyone's learning and enjoyment. If a student damages any school property, that student will be held responsible and will be required to pay for damages.

Display appropriate behavior on field trips.

Field trips are an important part of the learning experience. Field trips are a privilege. When on field trips students are guests of that facility and are expected to display courteous behavior.

No smoking on campus.

The Hope Academy is a smoke free facility. All smoking paraphernalia will be confiscated and the student's parent/guardian will be notified. These items are illegal for children under the age of 18 and will be disposed of by school personnel.

Public displays of affection will not be allowed.

No student shall have sexual contact with another person at any time while on school grounds.

Drug paraphernalia or weapons will not be tolerated.

We will confiscate these items and call the police. As stated in Section 2923.122 of the Ohio Revised Code, it is a felony for any person to knowingly convey, attempt to convey or possess any deadly weapon or dangerous ordinance onto or on any property owned or controlled by, or to any activity held under the auspices of a school. It is illegal to have any drugs, paraphernalia or weapons on school grounds.

Office Referrals

Students who have continuous problems with misbehavior will be referred to the office. This could result in loss of privileges, In School Suspension, a behavior contract or suspension.

### Attendance, Grades & Quarterly Evaluations

Students are expected to be on time and present for all classes.

#### Absences

Students are considered absent any time they are not in class. The only exception is when they are working 1:1 with a staff member or involved in alternative school activities. Absences are divided into two categories: Excused and unexcused.

Excused: is when a student is sick or out of class by the direction of an adult. The student's parent/guardian must speak with school staff or send a note to document the excuse. The Hope Academy phone number is 513-825-2441.

Unexcused: is when a student is absent from class by his/her own actions and without the approval of an adult. Any time a student is absent and the staff has not spoken with or received a note from the parent/guardian, the absence will be counted as unexcused. The home school district will be contacted after three days of unexcused absences.

Truancy: Truancy charges may be filed if a pattern of habitual or chronic absences from class exists. Truancy includes both absences from school and being on school grounds but not in class.

#### Grades

Each teacher for each subject area determines student grades. While the grading system may vary slightly from class to class, all the teachers will be using the same guidelines.

If a student has an excessive number of absences, the school staff will review the situation and assign a grade accordingly including a grade of "incomplete".

#### Quarterly evaluations

Each student will have a quarterly evaluation conducted by staff, to review their academic and behavioral progress. A quarterly report will be sent to the parent/guardian of each student. Please refer to the school calendar for dates.

### Obtaining a Work Permit

From September 2nd through June 1st of each year (school months) all students under the age of 18 must have a work permit issued by the Principal of the school in which they are enrolled. From June 2nd through September 1st of each year (summer months) all students under the age of 16 must have a work permit.

Listed below are the steps necessary for a student to obtain a work permit during school months.

- The student must have a minimum of a “C” average in all classes
- The student must remain in location for all classes for 2 weeks before a work permit will be issued
- The student must follow the school code of conduct as outlined in the student handbook
- The student must have written parent/guardian permission to issue a work permit.
- The student must have the name, address, and Tax ID number of the employer
- The student must provide documentation from the employer indicating the days of the week, hours of work, and type of work he or she will be doing.

When all of the above are complete, the homeroom teacher makes a request to the Principal for a work permit.

### Work Permits May be revoked

Listed below are the reasons or circumstances that could cause revocation of a work permit.

- Grades falling below a “C” average
- Truancy
- Breaking the school code of conduct
- Criminal charges of any kind

### Summer Work Permits

Listed below are the requirements for a student wishing to obtain a summer work permit:

- The student must have written parent/guardian permission
- The student must have the name, address and Tax ID number of the employer

- The student must provide documentation from the employer indicating the days of the week, hours of work, and type of work he or she will be doing.
- The student must request the permit prior to June 1st

When all of the above are complete, the homeroom teacher makes a request to the Principal for a work permit.

### Expulsion

No student will be denied educational services. In the event of chronic disciplinary problems that lead to repeated removal from the school building, alternate educational plans will be developed in conjunction with the district representative. Such plans will involve, but are not limited to, an altered school day or individual instruction.

### Communication

Open communication is the key to your child's success here. Your child's homeroom teacher or educational aide will be calling you weekly to discuss your child's progress. Please feel free to call or e-mail at any time to speak with your child's teachers.

### Supplies

We make every effort to provide all educational supplies necessary. However, we sometimes find ourselves in need of more supplies. If additional supplies are needed, we will send home a letter to let you know exactly what is needed.

### Lunch Policies

As part of our program, a hot lunch is served daily in the cafeteria. The menu is available upon request. Each student is served the lunch listed on the menu. Children do not have access to vending machines, so please do not send money with your child to school.

### Communicable Disease Policy

In order to limit the spread of infection on campus, the following guidelines have been established.

Guidelines:

Parents should keep their children home if any of the following symptoms are present:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit or higher
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool

**Students who exhibit any of the above listed conditions may not return for 24 hours after the condition subsides. All parents/guardians will be notified in writing if their child has been exposed to communicable diseases or conditions.**

If a child develops the following symptoms:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Temperature at or above 100 degrees Fahrenheit
- Vomiting or diarrhea
- Unusually red or weepy eye(s)
- Evidence of lice, scabies or other parasitic infestation

While in school, the staff and parent/guardian will decide if the child needs to be picked up immediately. If it is determined the child needs to be picked up, the child will not be allowed to return to school for 24 hours.

The staff will not administer any medication unless the “Authorization to Administer Medication” form has been completed. If your child has an inhaler for asthma or need to take short-term medication such as antibiotics please talk to the Vice-Principal or Principal so arrangements can be made.

A child who is mildly ill (experiencing minor symptoms, but not any listed above) will participate in activities as much as he/she feels comfortable. If more serious symptoms appear, action according to these guidelines will be taken.



**CLIENT RIGHTS**



We place high value on you, as a client of The Children's Home, and pledge to respect your rights as listed below.

<b>Rights</b>	<b>Description</b>
1. The right to be treated with consideration and respect for personal dignity, autonomy and privacy.	<i>1. You have the right to be free from physical abuse, sexual abuse, and emotional abuse. If you are not sure if it is abuse, ask your CLIENT RIGHTS OFFICER or someone you trust.</i>
2. The right to service in a humane setting that is the least restrictive feasible, as defined in the treatment plan.	<i>2. You can't be committed to a hospital or put in a quiet room unless there is no other treatment to help you to be safe to yourself and others. As soon as it is safe, you must be given more freedom.</i>
3. The right to be informed of one's own condition, of proposed or current services, treatments or therapies and the alternatives.	<i>3. Ask questions. You have the right to answers and the right to know what's going on.</i>
4. The right to consent to refuse any service, treatment, or therapy upon full explanation of the expected consequences of such consent or refusal. A parent or legal guardian may consent to or refuse any service, treatment or therapy on behalf of the child.	<i>4. Say yes when you mean yes and no when you mean no. A parent or guardian may do this on behalf of a child.</i>
5. The right to a current, written individualized service plan that addresses one's own mental health, physical health, social and economic needs, and that specifies the provision of appropriate and adequate services, as available, either directly or by referral.	<i>5. You must have a plan that meets your needs. It is your road map to getting on with life.</i>
6. The right to active and informed participation in the establishment, periodic review and reassessment of the service plan.	<i>6. You or a parent or guardian must be permitted to help create or change your plan.</i>
7. The right to freedom from unnecessary or excessive medication.	<i>7. Taking meds is your choice. If you refuse some or all of your meds, you don't lose other rights or services.</i>
8. The right to freedom from unnecessary restraint or seclusion.	<i>8. You can't be put in restraints or in a quiet room as punishment. This can happen only when you are out of control in a potentially dangerous way and other means to try to help you have failed. Outside the hospital, you can't be "sent to your room" although you can be asked to leave a common area for a time.</i>

<b>Rights</b>	<b>Description</b>
9. The right to participate in any appropriate and available agency service, regardless of refusal of one or more other services, treatments, or therapies, or regardless of relapse from earlier treatment in that or another service, unless there is a valid and specific necessity which precludes and/or requires the client's participation in other services. This necessity will be explained to the client and written in the case record.	9. <i>Services are like a submarine sandwich made especially for you. If you (or your parent/guardian) do not want the onions, you can still have the rest of the sandwich.</i>
10. The right to be informed of and refuse any unusual or hazardous treatment procedures.	10. <i>You (or your parent/guardian) must be told of special or risky treatments and make a decision not to have them.</i>
11. The right to be advised of and refuse observation by techniques such as one-way vision mirrors, tape recorders, movies or photographs.	11. <i>Nobody can take your picture or record you in a mental health setting without your (or your parent/guardian's) permission.</i>
12. The right to have the opportunity to consult with independent treatment specialists or legal counsel at one's own expense.	12. <i>You can have your own doctor, counselor or lawyer, but usually you must pay for it.</i>
13. The right to confidentiality of communications and of all identifying information within the limitations and requirements for disclosure of various funding and/or certifying sources, state or federal statutes, unless release of information is specifically authorized by the client, parent or legal guardian of the child.	13. <i>There are rules about who may see your records. These rules protect you from having people tell private information without your permission (or the permission of your parent/guardian).</i>
14. The right to have access to one's own records, unless restricted by adoption statutes or there are clear treatment reasons for denying access. When access is denied to specific information, the treatment plan indicates what information is restricted and the reasons for the restriction. "Acceptable reason for restriction" means that severe emotional damage will be done to the client, such that dangerous or self-injurious behavior is an eminent risk. The client or others authorized to have the information are informed about the restriction and the specific reasons for it. The restriction is valid for up to one year and thereafter must be re-issued with appropriate procedures followed. Any person authorized in writing by the client and professionally qualified to do so has unrestricted access to all information.	14. <i>You (or your parent/guardian) may see or get a copy of your own records in most cases. If you are denied the right to see your records, check with a Client Rights Officer to see if the denial is valid.</i>
15. The right to be informed in advance of the reason(s) for discontinuance of service provision, and to be involved in planning for the consequences of discontinuance.	15. <i>You cannot just be kicked out of a program or service. You must be told why and helped to find other service.</i>
16. The right to receive an explanation of reasons for denial of service	16. <i>You must know why an agency will not serve you.</i>
<b>Rights</b>	<b>Description</b>
17. The right not to be discriminated against in the provision of service on the basis of religion, race, color, creed, sex, national origin, age, lifestyle,	17. <i>Everyone is welcome. If you have special needs, they will be provided for.</i>

physical or mental handicap, developmental disability or ability to pay.	
18. The right to know the cost of services	<i>18. You or your parent/guardian must be told what, if anything, a service will cost. A parent/guardian will be asked to sign a fee agreement.</i>
19. The right to be fully informed of all rights.	<i>19. Your rights will be explained and you will be given a copy. If you lose it you may have another. If you like, your rights will be read to you.</i>
20. The right to exercise any and all rights without reprisal in any form including continued and uncompromised access to service.	<i>20. If you have a complaint, you can speak up without losing services.</i>
21. The right to file a grievance.	<i>21. If you are not satisfied with the outcome when you make a complaint, you may make your complaint formal by contacting the Client Rights Officer.</i>
22. The right to have oral and written instructions for filing a grievance.	<i>22. You will be helped if you want it in making this complaint formal.</i>

If you feel one or more of your rights has been infringed upon, you have a right to file a grievance with our Client Rights Officer:

Client Rights Officer  
The Children’s Home of Cincinnati, Ohio  
5050 Madison Road  
Cincinnati, Ohio 45227  
(513) 272-2800

The Client Rights Officer is available to receive your grievance during regular business hours 7:30 a.m. to 4:30 p.m. Monday through Friday. If the Client Rights Officer is unavailable, you may contact the CRO back up Lonna Hill, at The Children's Home of Cincinnati.

If you have any questions, please ask any staff member. He/She will explain any aspect of our Client Rights or our grievance policy and procedure.

You may also contact one or more of the following boards or government agencies:

Hamilton County Mental health Board  
2350 Auburn Ave.  
Cincinnati, OH 45219  
(513) 946-8635

State Board of Psychology  
77 S. High Street, 17<sup>th</sup> Floor  
Columbus, OH 43266-0321  
(614) 466-8808  
(614) 728-7081 (fax)  
[www.state.oh.us/phy/](http://www.state.oh.us/phy/)

U.S. Department of Health & Human Services  
Office for Civil Rights – Region V  
105 West Adams Street  
Chicago, IL 60603  
(312) 886-5078

Nursing Education & Nurse Registration Board  
77 S. High Street, 17<sup>th</sup> Floor  
Columbus, OH 43266-0316  
(614) 466-3947  
[www.state.oh.us/nur](http://www.state.oh.us/nur)

Ohio Department of Mental Health

State of Ohio Counselor and Social Work Board

Client Advocacy Coordinator  
30 E. Broad Street, 8<sup>th</sup> Floor  
Columbus, OH 43215-3430  
(614) 466-2333  
(614) 466-1571 (fax)  
[www.mh.state.oh.us](http://www.mh.state.oh.us)

77 S. High Street, 16<sup>th</sup> Floor  
Columbus, OH 43266-0340  
(614) 466-0912

Ohio Legal Rights Service  
8 E. Long Street, 5<sup>th</sup> Floor  
Columbus, OH 43266-0523  
(800) 282-9181  
(614) 644-1888 (fax)  
[www.olrs.state.oh.us](http://www.olrs.state.oh.us)

State Medical Board  
77 S. High Street, 17<sup>th</sup> Floor  
Columbus, OH 43266-03115  
(614) 466-3934  
(614) 728-5946 (fax)  
[www.state.oh.us/med](http://www.state.oh.us/med)

ADA – Ohio  
700 Morse Rd., Suite 101  
Columbus, OH 43214  
800-949-4232 (voice)  
800-232-2321 – (TTY)  
(614) 844-5410 – (local)  
[www.ada-ohio.org](http://www.ada-ohio.org)

Attorney General’s Office  
Health Care Fraud Unit  
101 E. Town St., 5<sup>th</sup> Floor  
Columbus, OH 43215  
(614) 466-0722  
(614) 644-9973 (fax)  
[www.ag.state.oh.us](http://www.ag.state.oh.us)

Client Assistance Program  
(For Vocational Rehabilitation)  
c/o Ohio Legal Rights Service  
8 East Long Street  
(614) 466-7546  
(800) 282-9181  
(614) 644-1888 (fax)  
[www.olrs.state.oh.us](http://www.olrs.state.oh.us)

Counselor & Social Work Board  
77 S. High Street, 16<sup>th</sup> Floor  
Columbus, OH 43566-0340  
(614) 466 0912  
(614) 728-7790 (fax)  
[www.state.oh.us/csw](http://www.state.oh.us/csw)

Equal Employment Opportunity  
Cleveland Office  
Skylight Office Tower  
1660 W. 2<sup>nd</sup> St., Suite 850  
Cleveland, OH 44113  
(216) 522-2001 or (216) 522-2002  
(800) 669-4000

U.S. Equal Employment Opportunity Commission  
1801 L. Street, NW, Room 9024  
Washing, DC 20507  
(202) 663-4900  
(800) 669-4000  
[www.eeoc.gov](http://www.eeoc.gov)

U.S. Department of Medicare  
6401 Security Blvd.  
Baltimore, MD 21235-6401  
(800) 633-4227  
[www.medicare.gov](http://www.medicare.gov)

Office of the American with Disabilities Act  
Civil Rights Division  
U.S. Department of Justice  
Box 66118  
Washington, DC 20035-6118  
ADA info line (800) 514-1301  
(800) 514-0383  
[www.usdoj.gov/crt/ada/adahom1](http://www.usdoj.gov/crt/ada/adahom1)

Ohio Department of Jobs & Family Services  
30 E. Broad St., 32<sup>nd</sup> Floor  
Columbus, OH 43266-0423  
(614) 466-6282  
(614) 466-2815  
[www.state.oh.us/odjfs](http://www.state.oh.us/odjfs)

U.S. Department of Social Security  
Office of Public Inquiries  
6401 Security Blvd.  
Room 4-C-5 Annex  
Baltimore, MD 21235-6401  
(800) 772-1213  
(800) 325-0778 (TTY)

Ohio Governor's Council on People with Disabilities  
400 E. Campus View Blvd.  
Columbus, OH 43235  
(800) 282-4536 Ext. 1391 or  
(614) 438-1391 (both voice & tty)  
[www.state.oh.us/gcpd](http://www.state.oh.us/gcpd)

President's Committee on Employment of People with Disabilities  
1331 F Street, NW, Suite 300  
Washington, DC 20004  
(202) 376-6200  
(202) 376-6205 (TTY)  
[www.pcepd.gov](http://www.pcepd.gov)

Ohio Psychiatric Association  
1350 W. 5<sup>th</sup> Ave., Ste. 218  
Columbus, OH 43212-2907  
(614) 481-7555  
(614) 481-7559 (fax)

Ohio Resource Center on Deafness  
500 Morse Road  
Columbus, OH 43214  
(614) 781-6670  
(614) 781-9960 (TTY)  
(614) 781-9959 (fax)  
(877) 781-6670 (toll free)  
[ORCD@osd.ode.state.oh.us](mailto:ORCD@osd.ode.state.oh.us)

## **Parent/Guardian Handbook Acceptance Form**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
(parent/guardian name) (student name)

have read and agree to abide by the information within the school handbook. I have read and understand these Clients' Rights and Grievance Procedures as outlined in the school handbook:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## **Student Handbook Acceptance**

I, \_\_\_\_\_, have read and agree to abide by the  
(Student name)  
information within the school handbook.

\_\_\_\_\_  
(Student's signature)

\_\_\_\_\_  
(Date)