

The Children's Home of Cincinnati Independent Schools

THE CHILDREN'S HOME SCHOOL

&

THE HOPE ACADEMY SCHOOL



2009-2010 STUDENT HANDBOOK AND CODE OF CONDUCT

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THE CHILDREN'S HOME SCHOOL

Student Handbook

The Children's Home 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 K-8th grades 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. The Teaching Family Model is the method of behavior modification used by the school.

The teachers and support staff are specially trained to identify and manage the social, emotional, and behavioral problems that accompany the children's reasons for placement in either of our schools. They are trained to provide therapeutic crisis intervention when necessary.

In addition to providing curriculum tailored to each student's individual needs, the Children's Home School utilizes the Teaching Family Model which addresses the social, emotional and developmental difficulties of the children 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. Our curriculum is aligned with the State of Ohio Curriculum Standards.

We know that school has been difficult in the past for you/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,

Lou Pieczonka, Principal
The Children's Home School

School Hours

Students are dismissed from the school busses at 7:45 am. The buildings are locked prior to that time. All students are hand searched and wanded with a metal detector before entering the classrooms. The students are to report to homeroom at 7:45 am. At 8:00, when first period begins, attendance is taken. We will call parents/guardians to find out why a student is absent. If we do not talk with a parent/guardian, the absence will be marked unexcused. Any student arriving after 8:00 am needs to report to the Administrative Assistant to sign-in prior to entering class. 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 those staff available. Students will be tested and assigned to a homeroom based on age, functioning and grade level.

Visitors

All visitors are required to sign in. 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. The visitor's log is located in the administrative assistant's office on the 1st floor of the school building at the 5050 Madison Road campus.

Bathrooms

Students are permitted to use the bathrooms throughout the day. The staff bathrooms are for staff only and will remain locked during the school day.

Inclement Weather

The Children's Home School will notify radio and television stations as to closures and delays. We recommend watching WLWT Channel 5-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 are closed or delayed, The Children's Home School will be closed.

Awards Assemblies

An awards assembly will be held quarterly at The Children's Home School. These are held to acknowledge the academic and behavioral achievements of the students. This recognition in front of the entire school gives the students a sense of pride in their accomplishments and emphasizes the importance of school success. In order to make this a beneficial experience for the students, all parents/guardians are invited and encouraged to attend. Please refer to the school calendars for the dates and times.

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 schools.

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 schools and home to work together to promote acceptable behavior. Any student that violates a criminal law will be referred to the local police authorities.

Rules:

1. Attend all classes.

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

2. Display appropriate behavior at all time.

No overt behaviors that threaten the safety or welfare of others. No classroom disruptions that inhibit the learning process. Students are expected to obey classroom rules and respect the rights of others. Students are expected to cooperate and to follow staff directions. Instigation of a fight is viewed as the same as being in a fight. Threats to do bodily or physical harm to others; the attempt to force one's will upon another by coercion or intimidation; the act of belittling others through hazing, physical or verbal harassment; and racial or ethnical remarks are illegal and will be treated as such.

3. Remain in assigned area.

Students are not permitted to leave their assigned area without permission. Students are not permitted to make phone calls during the school day.

4. No food, gum, drinks, toys, radios, purses, hats, pagers, cell phones, CD players, cameras, squirt guns or any other inappropriate items in school.

The staff will confiscate the item. Confiscated items will only be released to a parent/guardian. Illegal items will not be returned to parents and will be given to the police.

5. Come to class dressed appropriately.

A student's appearance expresses how he/she feels about him/herself and our schools. In order to create the proper educational environment and the reasons of health and safety for all students, 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.
- Clothing and accessories should be clean and free from holes, tears or frays.
- Tops must fit properly and cannot be oversized or too tight. All t-shirts and tops must be tucked in. All tops must be long enough to cover the midriff. No mesh or tank tops. Shirts must cover cleavage.
- No skirts or dresses are permitted.
- Bottoms/pants/shorts must fit properly, be worn at the waist, and cannot be oversized or too tight.
- Shoes must fit properly and be appropriate for school. No slippers, sandals or high heels are permitted.
- Hats, wigs and other head coverings may not be worn during the school day (exceptions will be made for hats and wigs worn for religious reasons or for students undergoing medical treatments which cause hair loss).
- Hair curlers, picks, combs, etc., may not be worn.

6. Show respect for our school.

The school buildings and grounds are for everyone's enjoyment. If a student damages any school property, that student will be expected to compensate The Children's Home of Cincinnati.

7. 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.

8. No smoking on campus.

The Children's Home of Cincinnati 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 turned over to the police.

9. Public displays of affection will not be allowed.

No student shall have sexual contact with another person at any time. Students who mutually agree to have such sexual contact will both be regarded as offenders.

10. 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 ordnance onto or on any property owned or controlled by, or to any activity held under the auspices of a school.

Office Referrals

Students who have a continual problem with misbehavior will be referred to the office. This could result in loss of privileges, detention, 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 Children's Home School attendance line is 513-272-1725 ext.3802.

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.

Truancy: By law, any unexcused absences exceeding ten days will be referred for truancy. 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 or give an "incomplete".

Quarterly evaluations

Quarterly evaluations review the academic and behavioral progress of each student. The end of each quarter is noted on the school calendar. A report will be sent to the parent/guardian of each student.

Behavior Intervention

Educational Aids are available at each campus to work with students individually as the need arises. Students are encouraged to use these staff members to assist them in problem solving.

Communication

Open communication is the key to your child's success here. Your child's homeroom teacher 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 this happens, 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 will be sent home in advance. 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. If a student is unable to act appropriately in the cafeteria, he/she will eat in the office or in a classroom where he/she will be served a brown bag lunch, including a sandwich, fruit or vegetable, and milk.

Communicable Disease Policy

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

Guidelines:

1. 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
- Untreated infected skin patch (es)
- 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.

2. All parents will be notified if their child has been exposed to communicable diseases or conditions by a notice being sent home.
3. If a child develops the following symptoms:
 - Unusual spots or rashes
 - Sore throat or difficulty swallowing
 - Temperature above 100 degrees Fahrenheit
 - Vomiting or diarrhea
 - Evidence of lice, scabies or other parasitic infestation *(If evidence of lice, scabies or other parasitic infestation symptoms is detected parent/guardian will be immediately notified to pick up the student. The student may return to school with a Doctor's statement).*
4. 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 the arrangements can be made.
5. 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.

The Children's Home Client's Rights

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

Rights	<u>Description</u>
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>
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.	<i>9. 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.	<i>10. 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	<i>11. Nobody can take your picture or record you in a mental health setting without your (or your</i>

recorders, movies or photographs.

parent/guardian's) permission.

Rights	<u>Description</u>
12. The right to have the opportunity to consult with independent treatment specialists or legal counsel at one's own expense.	<i>12. 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.	<i>13. 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.	<i>14. 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.	<i>15. 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	<i>16. You must know why an agency will not serve you.</i>
Rights	<u>Description</u>
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, physical or mental handicap, developmental disability or ability to pay.	<i>17. Everyone is welcome. If you have special needs, they will be provided for.</i>
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, 17th Floor
Columbus, OH 43266-0321
(614) 466-8808
(614) 728-7081 (fax)
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, 17th Floor
Columbus, OH 43266-0316
(614) 466-3947
www.state.oh.us/nur

Ohio Department of Mental Health
Client Advocacy Coordinator
30 E. Broad Street, 8th Floor
Columbus, OH 43215-3430
(614) 466-2333
(614) 466-1571 (fax)
www.mh.state.oh.us

State of Ohio Counselor and Social Work Board
77 S. High Street, 16th Floor
Columbus, OH 43266-0340
(614) 466-0912

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

State Medical Board
77 S. High Street, 17th Floor
Columbus, OH 43266-03115
(614) 466-3934
(614) 728-5946 (fax)
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

Attorney General's Office
Health Care Fraud Unit
101 E. Town St., 5th Floor
Columbus, OH 43215
(614) 466-0722
(614) 644-9973 (fax)
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

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

Equal Employment Opportunity
Cleveland Office
Skylight Office Tower
1660 W. 2nd 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

U.S. Department of Medicare
6401 Security Blvd.
Baltimore, MD 21235-6401
(800) 633-4227
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

Ohio Department of Jobs & Family Services
30 E. Broad St., 32nd Floor
Columbus, OH 43266-0423
(614) 466-6282
(614) 466-2815
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

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

Ohio Psychiatric Association
1350 W. 5th 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