



**Phoenix Central  
Student Handbook**

**Licking Regional Educational Service Center**

**2024-2025  
School Year**

## **LRESC Mission Statement**

The primary mission of the Licking County Educational Service Center is to provide leadership and service to meet the individual and collective needs of the local school districts of Licking County so that the quality of educational experiences for children is enhanced and improved.

The Licking County Educational Service Center provides a wide variety of essential services designed to help school districts. Our goal is to provide quality education for our students and to promote communication and cooperation among area educators.

### **Phoenix Central: Alternative School Focusing on Emotional Disabilities**

Phoenix Central serves regional districts to provide the least restrictive environment for students who have not been able to learn effectively in a traditional school environment due to their psychological, behavioral, and/or emotional stressors. Phoenix focuses on social/emotional growth that conventional schools are unable to address with a lower staff to student ratio as well as social/emotional, mental and behavioral health services. Students participate in groups and individual sessions to build coping skills and self-esteem with an ultimate goal of being able to return to school in their community while increasing self-regulation, self-awareness and continued academic growth.

### **Phoenix Central: Mission Statement**

Our mission is to enhance lives by providing safe, inviting and masterfully taught individualized behavioral and academic services to children with social and emotional needs. Using Positive Behavior Supports and Interventions (PBIS) and Trauma informed practices as a proactive approach to establish behavior supports and the social culture needed for our students to achieve social, emotional, and academic success. Through Social and Emotional Learning (SEL), students will learn and practice the skills necessary to understand and manage emotions, set and achieve positive goals, establish and maintain positive relationships, and make responsible decisions – all skills critical to being a good student, citizen, and worker.

Managing student behavior is the collaborative responsibility of students, staff, parents/guardians, and community resources working together.

The goal of our classroom behavior management is to provide a safe, inviting and masterfully taught environment for students to learn self-regulatory strategies and coping skills, for the ultimate achievement of self-management and personal growth.

### **Phoenix Central's Keys to Success:**

**Trustworthiness**

**Respect**

**Responsibility**

**Mindfulness**

## Table of Contents

Attendance	p. 4
School Operations	p. 7
Health Information	p. 13
Code of Conduct	p. 15
Network/Internet Acceptable Use Policy	p. 21
Tobacco Policy	p. 24
Weapons Policy	p. 25
IEP Process	p. 26
Community Contacts	p. 29

## **ATTENDANCE**

Ohio Revised Code Section 3321.04, Compulsory Attendance Law states: Every parent of any child of compulsory age (between 6 years and 18 years of age) who is not employed under an age and schooling certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the State Board of Education. The child must attend for the full time the school or program is in session.

The primary responsibility for school attendance rests with the student and then with the parents/guardians. The parent/guardian is responsible for permitting only excusable absences as identified by the State Department of Education and the Phoenix administration.

When a student meets the following absence criteria, the Licking County Attendance Officer is notified: 30 consecutive hours; 42 hours in a month; 72 hours in a year.

### **General Attendance Information:**

A student's absence from school is excused by parent notification for a maximum of three (3) school days per quarter. All other absences from school beyond the three (3) school days per quarter may require additional verification in order to be excused (i.e. doctor's note, court documentation). Parents will be notified of student absences by telephone.

School law requires schools to enforce the rules on all students regardless of age, race or gender. Students of any age must follow all attendance rules including leave with a valid excuse approved by the LRESC administration with 24-hour notice. Emergencies will be considered on a case-by-case basis.

### **Truancy:**

Truant from school is defined as: when a student is missing from school and the parents/guardians are not aware of his/her absence; or when a student is missing from school and the parents/guardians are aware of the student's absence but the absence is not excused; or when a student is absent and there is not contact from any parent/guardian to the school about the absence. In the event the school and parent/guardian do not make contact, the parent/guardian should send a written explanation upon their return if the absence is excused. Students have three (3) days to bring a note regarding the absence.

### **Excessive Absences:**

Excessive absences are defined by law as an excused or unexcused absence accumulating in 38 or more hours in one school month or 65 or more hours in one school year. Parents will receive written notice from the school within seven (7) days of the triggering absence.

### **Habitual Truancy:**

All attendance matters will be conducted in accordance with the guidelines provided in House Bill 410. If the student begins to demonstrate a trend toward unexcused absences, an Absence Intervention Team will be formed to address the causes of unexcused absences. The student's family will be contacted three (3) times using the latest contact information provided to the district to invite family participation in the Absence Intervention Plan. If there is no response from the family, school staff and advisers from community resources will develop a plan, which will be mailed home within ten (10) days. During the next sixty (60) days, progress will be monitored; excessive absences as defined by HB 410 may result in charges within the juvenile court before the plan period concludes at the conclusion of the plan, for court intervention to resolve the causes of unexcused absence.

**Role of the Attendance Officer:**

The attendance officer is an employee of the Licking County Juvenile Court and Licking County Educational Service Center. The attendance officer is responsible to conduct investigations of student attendance following referral by the school. The officer is charged with investigating student records, conducting interviews with school officials, students, and parents/guardians; informing all parties of the laws of compulsory school attendance and making appropriate referrals as necessary. **Excused absences** per Ohio Revised Code Section 3321.04 are as follows:

- Personal illness (a written physician's statement may be required)
- Illness in the family necessitating the presence of the child
- Quarantine of the home or Death in the family
- Necessary work home due to absence or incapacity of parent(s)/guardian(s)
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable by the Director of Phoenix Central
- It also recognizes the following:
  - Pre-arranged and pre-approved vacations (see guidelines)
  - College visitation (see guidelines)
  - Special administrative permission (not to exceed more than two times per year)
  - Court appointment

**Attendance Procedure:**

Daily attendance will be taken in the first period. Student absences will be determined by the following guidelines:

1. Students who arrive after 7:50 within 1½ hours or less will receive a tardy depending on the reasons (see absences) it may be exempt, excused or unexcused.
2. Students who arrive after 9:20 AM will be counted ½ day absent.
3. Students who leave and return to the school within 1½ hours or less will receive a tardy depending on the reasons (see above: Excused Absences) it may be exempt, excused or unexcused.

If your child has an appointment during the school day you will need to:

- Contact the classroom teacher with the time of the appointment (typically with a note).
- Come to the office to sign your child out.
- Let the classroom teacher or secretary know when/if the child will be returning.

\*\*If your child will be late for any reason, please notify the school so that we can order lunch for the student.

**Students 18 and Over:**

A person who voluntarily enrolls in school or voluntarily attends school after a person's eighteenth birthday shall attend school each day for the entire period the program of instruction is offered (Phoenix Central- 7:25 am – 2:10 pm). The LRESC may request that a placement review meeting be scheduled to review the placement of an individual who is habitually absent or commits other rule infractions in a manner that constitutes a pattern. Upon termination of enrollment at Phoenix Central, a person may be considered an unauthorized person on school grounds per the Ohio Revised Code regarding trespassing.

### **Unauthorized Leave from School Premises**

A student shall not leave the school premises without supervision from an adult. At Phoenix Central, going beyond the outside doors is considered to be leaving the premises. Staff members will follow, but police may need to intervene if we are unsuccessful.

### **Leaving During the School Day**

Students who have a legitimate request will be allowed to leave during the school day with a legal parent, guardian or person designated by the parent. The leave must be approved through the LRESC administration. The student must also be signed out by the parent or legal guardian. Examples of valid excuses include:

- Illness
- Medical Appointments
- Court Appearances
- Personal or Family Emergencies
- Employment as part of the LRESC Work Study Program

# SCHOOL OPERATIONS

## Breakfast and Lunch

Phoenix Central provides free breakfast and lunch on a daily basis. Students can bring their own breakfast and/or lunch which will be eaten at designated times.

- Any medical conditions/concerns that require the availability of food should be brought to the staff's attention so that it may be made part of the student's Individualized Educational Program. These concerns will be handled on a case-by-case basis. Non-Dairy and Gluten Free foods are available as needed for special consideration.
- If a child brings breakfast or lunch from home, it is the parent's responsibility to make sure that it is nutritionally based.
- Food and beverages will not be consumed during classroom times unless there is a special occasion or as a privilege.
- Students may bring sealed water bottles to school to use throughout the day, per staff discretion. Students need to respect the privilege.
- All other beverages brought to school must be consumed in the cafeteria or designated meal areas during breakfast or lunch. **Energy drinks are prohibited.** Water and milk are provided.

## Closures/Early Dismissal

The Education Connection (TEC) will call the number provided on the student's information form to alert families of school closings or delays.

The following outlets will provide you with closings and delays:

- Facebook Phoenix Central
- Robocall
- Email

\*In the case of early closing, you will be notified by TEC of the estimated time your child may arrive home. Adverse weather conditions may have a significant effect on the accuracy of this information.

## Communication

We are committed to keeping you informed and appreciate your commitment to keeping us informed of what is happening at home that relates to your child's participation in school. To this end, you may expect the following:

- Daily: A report of your child's behavior on a given day.
- Teacher Notes: Most correspondence will be done electronically. Talk to your child's teacher about what type of communication would be most useful to you.
  - Please look for, read, and respond to these notes in a timely manner.
  - Progress notes and Grade Cards will be mailed home.

- Phone Calls: Staff members or administrators may call you to discuss issues of importance, including behavior or academic concerns. We also are available for you to call; please give us time to return your call the same day or within 24 hours.
- RoboCall: Periodically, we will employ an automated system to inform you of school closings, delays, events, or to alert you to watch for a special mailing.
- Accident/Incident Reports: Any time your child is involved in an incident that is considered unusual or atypical, is injured and/or has marks or injuries (whether the cause is known or unknown), an incident report is written. You will receive a copy of any medical incident report involving your child. Classroom staff will contact you by phone (or note, if all efforts to contact you directly are unsuccessful) any time that your child is injured at school. A copy of this form is in the section titled “Reference Forms”.

### **Confidentiality**

Your child’s educational records are considered confidential information and will not be released without written permission from you, or, if your child is 18 years old, your child or his/her legal guardian. Directory Information includes your child’s name, address, telephone number, date of birth, classroom of enrollment, and dates of attendance.

To review your child’s records, obtain copies or obtain further information, contact the Phoenix Central office.

### **Consent Documents**

Each year you will be requested to complete a packet of consent documents.

The purpose of these forms is to inform you of the types of activities that may be provided for your child and to obtain your permission for your child’s participation. The kinds of things included on these forms may be field trips, videotaping, internet use policy, etc. Without your permission, your child may not participate in the activities listed on the Consent Document; however, this does not limit in any way your child’s attendance at school or access to instruction. If your child has an IEP goal in any of the areas listed on the Consent Document, your agreement with the IEP is the same as giving permission for your child to participate in the activity regardless of what is stated on the Consent Document.

Our Behavior Health Consent is essential to giving us the opportunity to provide mental health services to your child. Once we receive the consent, you will be contacted for an intake and we can begin to provide these beneficial services.

### **Dress Code:**

1. Basic Principle: Certain body parts must be covered for all students. Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. ***All items listed in the “must wear” and “may wear” categories below must meet this basic principle.***
2. Students Must Wear:
  - Shirt.
  - Bottom: pants/sweatpants/shorts/skirt/dress/leggings
  - Shoes; activity-specific shoes requirements may be required (for example for sports)
3. Students May Wear:
  - Fitted pants, including leggings, yoga pants and “skinny jeans”
  - Ripped jeans, as long as underwear is not exposed. (See basic principle.)
  - Tank tops
  - Athletic attire
4. Students Cannot Wear:
  - Violent language or images.



- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of them.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear.
- Bathing suits
- Helmets or headgear, such as hoods (but not limited too) on sweatshirts, baseball caps, or knit caps/beanies (except as a religious observance or where medically necessary).

**Emergency Cards:** State law requires an emergency card for each student must be on file in the office. The cards must be signed by a parent or guardian and returned to school within one week after school begins in the fall. A student may be excluded from school until this requirement is fulfilled. We **MUST** have the name of at least one person to be called. If that person is not the custodial parent, the office needs written permission to release a student to a stepparent. Please include step parents' names on the emergency cards.

### **High School Credits and Credit Recovery**

High School students who attend LRESC ED classes will have the same opportunity to earn course credits as their typical peers. It is the responsibility of the student and student's family to communicate with their district's guidance department concerning the student's grade level status and credits needed for graduation. The local district has final say in the approval and acceptance of credits earned. The student and their family should periodically check with their local district to obtain current and accurate transcript information.

### **Lost or Stolen Items**

Since it is the LRESC's policy that money (no more than \$5), expensive items, electronics, or other distractions not be brought to school, the LRESC will not be responsible for any lost or stolen items.

### **School Supplies**

Families may be asked to provide items for their child's personal use. Requests to send in student supplies will be made on a classroom by classroom basis at the beginning and throughout the year.

### **Search and Seizure:**

The Phoenix staff will respect a child's property at all times. However, if staff has reasonable suspicion that a student has brought an unsafe item to school a "search" will be conducted as defined by the Supreme Court. The search must satisfy a two-part inquiry. First, "school officials must attempt to determine whether a search is justified, and second, school officials must determine whether the search, as actually conducted, is reasonably related in scope to the circumstances which gave rise to the search" (Ohio School Law, Cincinnati, 1998).

School officials reserve the right to and will periodically inspect school property including student storage areas (i.e. desks, lockers or cubbyholes). School officials also reserve the right to search an individual if the search is reasonable or necessary to maintain order or safety. If a student possesses, or is suspected of possessing any drug, drug paraphernalia, or weapon, the police will be involved. Students who find themselves in this situation are often referred to the Department of Youth Services. As a parent/guardian, you can assist the Phoenix staff by conducting your own search before your child boards the bus.

### **Student Safety and Security**

It is essential that parents/guardians provide a current address as well as home, work, and emergency phone numbers.

All school personnel are mandated reporters and required by law to report suspicions of child abuse or neglect to Children's Services. Parents/guardians are expected to send notes or call the classroom staff if anything

happened at home resulting in an injury to their child. The school will follow-up on all unexplained injuries or other concerns.

Fire, tornado, and lockdown drills are held in each building according to the State Fire Marshall and State of Ohio Rules.

The safety of your child is our first concern. Therefore, release of your child to someone other than yourself must meet the strictest standards. Under no circumstances, other than the following, will any child be released to anyone other than a parent or legal guardian:

- You must send a written, signed note to the classroom teacher indicating the name of the person who will be picking-up your child.
- The person picking-up your child must report to the school office, identify themselves, and sign your child out. The classroom staff will ask unfamiliar persons to see some form of identification before releasing your child.
- In case of emergency, you may contact the office by phone to arrange for release of your child. The school will then call you back to confirm the release.

If there are legal changes in who has custody or may pick-up your child at school, you must provide a copy of the legal document indicating this change before we can change our records. Courts do not provide this information to us.

#### **Surveillance Cameras:**

Surveillance cameras are mounted in various locations throughout the building. It is conceivable that students will be videotaped at any time during the school day.

#### **Technology:**

The information contained in this section is meant to be brief. The LRESC policy can be found on page 21.

##### **Cell Phone, Electronics, & Social Media:**

The Phoenix staff recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school will enforce the following: Cell phones and all mobile devices shall be collected and secured before entering first period class. Cell phones and all mobile devices will be given back at the end of the school day. If a student needs to make an emergency call during the day, they are to come to the office. If a phone is taken from the student because they would not turn it in or is discovered during the day, parents will be required to come to school to pick the phone up. Multiple offenses may result in other disciplinary actions. Any student using a cell phone or electronic device in a disruptive or inappropriate manner may be subject to school penalties. "Inappropriate manner" includes but is not limited to: making inappropriate videos, taking unauthorized videos, social media interaction that is disruptive to the educational process and/or posting of those videos on the internet. Penalties may be constituted depending on the severity of the offense. Administration will not investigate lost or stolen cell phones or electronic devices.

### **Classroom Computers**

Classroom computers and school owned devices are used for research, word processing, assistive technology, educational games, and positive reinforcement. Any abuse of computers (accessing inappropriate internet sites, banging on keys, excessive pulling on wires, drinking liquids near computers) will cause the student to be prohibited from computer/device use. The classroom teacher in collaboration with administration will determine the length of time the student is banned from use, determined by the severity of the violation.

### **Internet Access**

Students will use the Internet for research and educational purposes only. A discussion of Internet usage is located in the reference section of this document. Parents and students are required to sign a copy of the Internet Usage Agreement form included in the handbook. (Policy found on page:21)

### **Pornography**

Possession or distribution of pornographic literature and/or visuals that are deemed inappropriate are prohibited and will result in suspension. This topic is also covered in the LRESC Acceptable Use Agreement for Student Access to Networked Information Resources. Violations of this nature will affect a student's privilege of using the internet for any purpose other than academic instruction. Additionally, actions may constitute a felony leading to prosecution.

### **Student Owned Items:**

The use of cell phones, iPods, iPads, CD players, or any other type of electrical device during the school day may result in disciplinary action. Laser pointers are not permitted in the building or on the bus at any time.

### **Transportation**

As a part of your child's Free and Appropriate Public Education, transportation is provided for your child at no cost to you. Students with driver's licenses, who attend Licking County Educational Service Center ED classes, may not drive to school unless they participate in a Work-Study program that requires them to provide their own transportation. Any abuse of this privilege could cause a suspension of those privileges.

Your child's home district is responsible for arranging transportation to and from school. This may include a bus, van, or contracted provider to provide this service. Each district provides transportation reserves the right to establish and enforce reasonable procedures/expectations of behavior on the bus. Should you call into question these procedures and expectations, please contact your local transportation coordinator.

## **HEALTH INFORMATION**

### **Role of School Nurse:**

The role of the school nurse is to support student success by the promotion of the health and safety of individuals, as well as the promotion of wellness in the school community as a whole. His/Her predominant tasks include collaborating to assist students with chronic health challenges, conducting health screening and assessments with appropriate health care referrals, providing direct care for acute illness or injury, maintaining accurate records of immunization, implementing measures for the control of communicable diseases, and by providing, teaching, and training to school personnel as needed. Vision and scoliosis screenings are conducted annually for all 7th grade students. The parent or guardian will be notified about any failed screenings. Please contact the school nurse if you do not wish your child to participate in these screenings.

### **General Information:**

The health of your child is your responsibility, as his/her parent or guardian. It is the responsibility of school officials to ensure the safety and well-being of all students while they are with us.

A sick child in the classroom poses a threat to themselves, as well as the other students and teachers. If a student becomes ill at school, you will be notified immediately to pick up your child. It is your responsibility to arrange for your child to be picked up from school. If you are not sure if your child is becoming ill and you send him/her to school, a note is expected to accompany your child indicating a phone number where you can be reached that day.

A child having any symptoms listed below is expected to be kept at home. You will be called for immediate pick-up of your child if they arrive with or develop these symptoms:

- Fever of 100 or above
- Diarrhea (more than one incidence of loose watery stool)
- Blow to the head (if child displays nausea, lethargy, dizziness)
- Draining open sore or burn until treated
- Signs of ear infection (rubbing or pulling on ear)
- Severe cold (drainage not clear) and deep, chesty cough
- Rash (until the cause is diagnosed and determined to be non-contagious)
- Vomiting
- Lice, scabies, impetigo, pink eye, ringworm
- Any contagious disease
- Any accident that requires medical attention

Anytime your child is ill, they are expected to wait for 24 hours after initial treatment or be symptom free for 24 hours before returning to school.

Transportation to or from school may be denied due to illness, accident, or injury.

Return to School Release may be requested for health-related concerns that may affect your child's ability to participate in instruction.

### **Immunizations:**

Enrollees of LRESC must meet the immunization requirements of the Ohio Department of Health and the Ohio Department of Education. Exceptions to these requirements will be considered if the immunization is

contraindicated or if immunizations are objectionable to the parents. Contact the Director of Special Education, or the Special Education Department Secretary at 740-345-3290 for waiver information.

**Medications:**

In order for any student to receive prescribed medications at school, the following guidelines must be met:

- Yearly updated physician orders (which include the student's name, medication name, dose, and time of medication) must be on record at the school.
- All medication **MUST** be brought to school by the parent, guardian, or trusted adult in a prescription bottle showing the correct medication dose, time, and student name; signed in with authorized school personnel.
- Over-the-counter medications can be given at school **IF** you provide a consent form and an unopened container of such medication.
- You will be notified by our school nurse when medication supplies are low.
- Medication changes must be reported to the classroom teacher and have new and correctly labeled prescription bottles before we can make the change.

# CODE OF CONDUCT

## **Behavior Reporting--Rising to New Levels:**

Phoenix Central program is implementing a building-wide RISE classroom management system designed to motivate and shape our students' behavior in a prosocial direction. The classroom management system is designed to teach students how to behave with individual and community minded values. The RISE values are: Respect, Integrity, Safety, and Effort (RISE). Parents will be notified about their child's progress regularly by the communication log either through the electronic data recording system or directly from the classroom staff. RISE classroom management is the first step toward the full integration of Positive Behavior Interventions and Supports (PBIS) to match the instructional Response to Intervention (RTI) pyramid to effectively address 100% of our students by meeting them where they are. Specifically, the goals of RISE is to teach the students about personal responsibility, self-management, respect for their community and neighbors to equip them with the necessary skills for the future. This is accomplished through consistent follow-through of both positive and corrective consequences, incentives, objective measures and assessments, and individualization of expectations for each student relative to their needs.

## **Positive Behavior Intervention and Supports (PBIS):**

PBIS plays a vital role in shaping and rewarding desirable behavior. Students will be able to earn incentives daily and weekly. Incentives may be in the form of privileges, free time, games, activities, or tangible rewards. School-wide incentives will be scheduled as well. PBIS works hand in hand with the classroom management system.

## **Classroom and School Rules:**

Students are expected to adhere to the student code of conduct. School rules and expectations will be consistent with our RISE PBIS (Positive Behavior Intervention Supports) initiative and be visible throughout the building.

## **Scope of Jurisdiction and First Warning:**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes: 1) Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property. 2) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee. Student possession of these rules constitutes a first warning. No further warnings will be given. Any student who repeatedly violates the provisions of this conduct code will be subject to increasingly severe disciplinary actions and/or referral to a law enforcement agency and will be defined as a repeat offender.

A violation of any rule following may result in disciplinary action or consequences including but not limited to: corrective consequences, loss of privileges, detention, in or out of school suspension, or expulsion. Depending upon the nature and seriousness of the offense, referral may be made to the Licking County Juvenile Court or other proper authorities.

## **Physical Restraints and Seclusion:**

Students may need to be restrained or secluded if their behavior is believed to be a danger to themselves or others. Physical restraint or redirections will only be performed by staff members trained and certified in Crisis Prevention and Intervention, unless the situation is extreme and the staff member is acting in self-defense or the defense of another. Police assistance may also be requested at any time for any situation. Once a police officer is involved in a situation, the police officer will determine if the student will remain in school or be transported to Licking County Juvenile Court.

**Suspensions and Expulsions:**

A student may also be assigned to in-school suspension for disciplinary reasons. The student will receive academic work to complete during this time.

With parent/guardian support/approval we will assign after school or Saturday school detentions. This will require parents/guardians to supply transportation, but give an opportunity for an added consequence of value.

A student can receive up to 10 days of out-of-school suspensions for conduct violations in any given school year. A partial day equals one school day. Once a student has reached ten days suspension, a Manifestation Determination meeting must be arranged with the student's IEP team. A Manifestation Determination is a review of the child's placement to determine if there is a relationship between the child's disability and the code-of-conduct violation. A Manifestation Determination can also be held prior to the tenth day of suspensions if the team sees a pattern of behavior developing. Educational services do not have to be provided during the 10 days. Upon the 11<sup>th</sup> day, educational services will be provided.

If the team determines that the conduct violation is not a result of the child's disability, disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner in which they would be applied to children without disabilities.

If the violation is carrying a weapon, drugs, or drug paraphernalia to school, a child can be suspended up to 45 calendar days and can be recommended for a different placement. The student can be removed for longer than 45 days if the behavior is NOT related to the disability. Violations will be reported to authorities as required by law.

Certain violations may result in a recommendation for Expulsion. Examples include bringing a weapon to school, per LRESC Board Policy. At this time, the appropriateness and safety of the educational setting will be considered. Violations will be reported to authorities as required by law.

**Academic Integrity:**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, copying others quiz or test answers, and plagiarism.

**Assault/Fighting:**

A student shall not cause physical injury or behave in such a manner to cause physical injury to anyone in the school environment or physically attack another with little or no provocation. The instigator of a fight may receive a more severe penalty. Disciplinary action may be taken on those who videotape or do not leave the scene of a fight when asked.

**Behavior at Dances/School Events:**

Students must follow school rules at all school events.

**Bullying:**

Bullying will be taken seriously. In a school with students with Emotional Disabilities, this becomes even more serious. Working closely with our mental health providers, we will be working proactively to help our students learn better ways of interaction.

Harassment, intimidation or bullying behavior by any student/school personnel is strictly prohibited.

“Bullying” in accordance with Ohio House Bill 276 & 116, means any intentional written, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. It may also include violence in a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds or at any school sponsored activity, on school provided transportation, or at any official school bus stop. It includes behaviors that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. A student shall not physically or verbally threaten another student, teacher, school employee, or any person at school or at any school sponsored function.

No student shall direct words or phrases towards a school employee or employee’s family member(s) considered to be slanderous, degrading in nature, obscene or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual. This applies throughout the calendar year for all students enrolled.

Electronic communication of threats, harassment or other forms of inappropriate language is also prohibited and may also result in disciplinary action.

**Reporting:** Anyone who believes he/she has been the victim of bully, intimidation or harassment – (including sexual harassment) by a student or an employee should report the alleged acts immediately. Students should report such complaints to a teacher, counselor, or other staff member or can report online at <https://www.LRESC.org/BullyingHarassmentForm.aspx>

When bullying is reported, we will activate a system to protect the bullied child from immediate continued harm and apply consequences as needed as well as restorative practices.

### **Computer Technology:**

Students must be in compliance with the network and internet acceptable use and safety agreement (found on page 21). (Loss of privileges, suspension, and possible financial responsibility for any repair of computer equipment or software.)

### **Disruption of the Education Process:**

A student shall not cause a disruption of any curricular, extracurricular activity, or normal operation of school.

### **Drugs and Alcohol:**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student shall not possess, use, transmit, be under the influence of and/or sell any controlled substance, steroids, alcoholic beverage, counterfeit drugs (covered under House Bill 535) or any other non-medicinal substance while on school grounds, at any school related activity (home or away) or on school buses, rented carriers or other school arranged transportation. The only exception to this rule is the case of a medical prescription substantiated by a doctor. A student shall not possess any drug related paraphernalia while on school grounds, at any school related activity (home or away), or on school buses, rented carriers or other school arranged transportation. Possession shall include items found in a student vehicle while on school property. Drug paraphernalia shall include, but not be limited to, tobacco rolling papers, matches, lighters, pipes, roach clips, etc. and other types of holders.



On each offense for possession, use, or after find evidence of consumption of any of those substances or possession of paraphernalia may result in disciplinary consequences. Phoenix Central may agree to reduce the first consequence if the student and family agree to satisfactorily complete an acceptable evaluation and/or treatment process at their own expense. There is documented evidence that the student did complete the recommended evaluation and/or treatment program. Students at Phoenix Central can receive substance abuse counseling by contacting the school social worker. Students with a possible problem are encouraged to seek help before disciplinary action becomes necessary. Students may be referred to outside agencies for evaluation and counseling at their own expense.

**Electronic or Other Disruptive Devices:**

Students are not permitted to use I-pads, cell phones, laser lights, fidget spinners, or any disruptive devices in the school building during school hours. Students who bring such items to school must turn in these devices upon arrival with the expectation that they will be returned at dismissal. These items will be kept in a safe area throughout the day. If a student fails to turn in one of these items, the item will be confiscated. A parent will need to come to the school to retrieve the item. No exceptions will be allowed for any class activities using these devices without receiving prior administrative approval.

**False Alarms:**

A student shall not cause a false alarm to be sounded. This includes fire alarms, bomb threats, tornado sightings or any other alarm that might cause panic or disrupt normal school operation. Violations will be reported to authorities as required by law.

**Forgery:**

A student shall not sign another person's name to any school-related note, letter, form or document.

**Gambling:**

A student shall not engage in gambling of any form on school property.

**Harassment:**

A student shall not harass any other student or any member of the staff. Harassment may be described as sexual, racial, religious or any other incident that creates a hostile, intimidating or offensive environment

**Horseplay:**

A student shall not engage in any activity such as running, tripping, shoving, and throwing of objects or other "horseplay" that may endanger themselves or others on school property.

**Inappropriate Reading Materials:**

A student shall not possess any book, magazine, newspaper clipping, reprint, etc. deemed inappropriate by the administration.

**Inappropriate Touching (Public Display of Affection):**

Students shall not engage in hand-holding, in kissing, hugging or suggestive actions and/or behavior.

**Insubordination:**

A student shall follow the first reasonable directions and will comply with the reasonable request of all school personnel. Disrespect includes but is not limited to the use of profanity and the refusal to abide the reasonable request the first time it is made. Failure to accept prescribed disciplinary action under this code may be

considered willful disobedience. School staff is acting ‘in loco parentis’, which means that the school staff is allowed, by law, to direct a student as a parent would.

**Intentional Damaging of School Property:**

If the student intentionally damages school property, they will be responsible for the replacement or costs associated for the repairs. The LRESC treasurer’s office will send a bill for those damages to the student’s home address. The student and/or parents will have thirty days to pay for the damages or make payment arrangements with the treasurer’s office.

**Physical Contact:**

A student shall not touch another student inappropriately for any reason. Violations will be reported to authorities as required by law.

**Pornography:**

No student shall have pornography or pornographic paraphernalia of any kind on school grounds at any time. No student shall use school equipment to view, download, or store pornographic material of any kind. Loss of privileges will be according to the computer and internet use policy under sabotaging computer technology. Violations will be reported to authorities as required by law.

**Possession of Weapons and Illegal Explosives:**

Students shall not have in their possession or on school property or at school activities, guns or other weapons, including look-alikes. They will not possess firecrackers or other explosive devices (i.e. stun guns, knives or mace). Violations will be reported to authorities as required by law.

**Repeat Offender:**

Any student who repeatedly violates the provisions of this conduct code will be subject to increasingly severe disciplinary actions and/or referral to a law enforcement agency.

**Sexual Misconduct:**

No student shall have physical/sexual contact with another person at any time, on the school property or at a school sponsored activity, home or away. No student shall expose him/herself indecently while on the school grounds, participating or attending an extra-curricular activity home or away, or while riding in a school vehicle to or from school grounds. No student shall take part in any sexual activity while on the school grounds, or on any school vehicle, or at any other school facility during an extracurricular event. Violations will be reported to authorities as required by law.

**Threat:**

A student shall not verbally or in writing threaten any other student or any member of the staff. Such threats are considered to be intimidating. Consequences and counseling will be assigned in correlation with the degree of the threat. Violations will be reported to authorities as required by law.

**Theft:**

A student shall not steal or knowingly be in possession of stolen articles either public or private.

**Tobacco/Smoking:**

A student shall not use tobacco or any tobacco derivatives, while on school grounds, at any school related activity home or away, or on school buses, rented carriers, or other school arranged transportation. Any violation of this offense may result in a referral to the Licking County Juvenile Court and other disciplinary

measures may be issued to violators. The district may agree to reduce disciplinary measures if the student and family agree to satisfactorily complete an acceptable evaluation and/or treatment process at their own expense.

**Truancy and Class Cutting:**

A student shall not be truant from a class or school. A student is considered truant any time he or she is absent from school or class without the permission of the school.

**Unauthorized Areas:**

Students shall not be in any areas designated as off-limits without prior permission.

**Unauthorized Fires:**

A student shall not cause, produce or create any unauthorized fire while on school grounds.

**Unauthorized Use of Phone:**

The use of phones or electronic devices during class time is prohibited, unless specifically approved by a school staff member for educational purposes. Students using phones or electronic devices during class time without approval may be required to leave the device in the office for the day.

**Vandalism and Destruction of Property:**

A student shall not willfully destroy or damage any public or private property.

**Vaping:**

E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances, will be treated as a drug offense. Within 24 hours of the violation, the student may complete an approved drug screen with an approved testing facility. Test results must be sent directly to the school administrator from the testing facility. Upon receipt/review of the results, if the administration is able to clearly establish that no illegal substance has been discovered, the administrator may reduce the violation to a Smoking and Tobacco offense.

**Vulgar and Obscene Language or Gestures:**

Students shall not use vulgar or obscene language or gestures toward any other student or toward any school person in such a manner that could be offensive or disruptive.

**NETWORK/INTERNET ACCEPTABLE USE POLICY 540.03**  
**TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Governing Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Center's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Center Technology Resources by principles consistent with applicable local, State, and Federal laws, the Center's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of Center's Technology Resources and students' personal communication devices when they are connected to the Center computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Center Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Center's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g, filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. As the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be

disabled at any time that students may be using Center Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or his designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Center Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of Center Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior when using Center Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology

Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use Center Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Center Technology Resources that are not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and his designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of Center Technology Resources.

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## **5512 - USE OF TOBACCO**

Phoenix Central is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL"s), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event, on or off Board premises.

### **Advertising/Promotion:**

Tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events. Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

### **Notification:**

"No Tobacco" signs will be posted throughout the Center as required by R.C. 3794.06 and as specified by the Ohio Department of Health. Students will be provided notice of this policy through student handbooks.

### **Educational Programming:**

Tobacco-use prevention education shall be coordinated with the other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities. Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

## **5772 - WEAPONS**

Phoenix Central prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include:

- A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation);
- B. theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the teacher/program director. Failure to report such information may subject the student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

This policy will be published annually in all student and staff handbooks. Publication is not a precondition to enforcement of this policy.



## **THE IEP PROCESS**

### **Referral:**

School Districts refer students for possible placement in School-Age Programs operated by the Licking County Education Service Center based upon the results of a Multifactorial Evaluation, the recommendations of the student's instructional team, and the preferences of the child, their parents, or guardian. A Placement Meeting is held to write an Individualized Education Plan (IEP) and determine the Least Restrictive Environment (LRE) in which to implement that IEP.

### **Individualized Education Plan (IEP):**

The IEP contains the following parts:

1. a vision statement looking toward your child's future
2. a review of your child's skills and their needs
3. Annual Goals and Objectives which address the areas of need
4. a description of how your child's progress will be measured, when evaluation will occur and who will be doing it
5. a list of the services that your child will receive to assist in achieving those objectives
6. when and for how long your child will receive instruction on each objective
7. the places where instruction will take place
8. the Least Restrictive Environment for the skills included in the IEP
9. the amount of time your child will participate with the general education curriculum and typically developing peers.

The IEP is the result of the efforts of your child's instructional team which includes you, your child's teacher, the instructional aides in your child's class, the specialists who serve your child, a representative of your school district, and a general education teacher, if your child's classroom is located in a typical school setting.

### **Progress Reports:**

You will receive reports on your child's progress toward meeting the goals and objectives on their IEP on the same schedule as the progress reporting in the district of attendance. You will receive less formal reports from your child's teacher more frequently or as requested. Parent Conferences are offered twice annually and can be scheduled at other times upon request.

### **Periodic Review Conference:**

The law requires that each child's IEP be reviewed at least one time each year. For this purpose, your child's IEP team gets together to review your child's progress on their current IEP, to consider their on-going needs, to decide upon goals and objectives which will address the needs, and to determine the best place to work on those goals (LRE). You will be notified of the scheduled date of your child's Periodic Review in a timely manner prior to the meeting date. It is recommended that if you need to have more notice than this, that you discuss these needs with your child's teacher as soon as possible. IEP Meetings are scheduled during teacher work hours. While there may be some flexibility within that time frame, due to contractual issues we are unable to require instructional staff to meet outside of their regular work hours. We will be happy to write a letter to your employer, so that you can leave work. The Family Leave Bill gives you the right to leave work to attend your child's conference.

### **Parent Rights and Responsibilities:**

As parents/guardians, your rights and responsibilities relative to your child's education include:

- The right to request and participate in evaluation of the student to determine the presence of a disability and the need for special education services,

- The right to participate in the provision of special education services including the development of the Individual Education Plan (IEP), the placement in the Least Restrictive Environment (LRE), and evaluation of progress,
- The right to inspect and review educational records,
- The right to access the procedure for resolving disagreements.

Every parent/guardian of a student who has an IEP will be provided with a copy of A Guide to Parent Rights in Special Education, a publication of the Ohio Department of Education which addresses these rights and responsibilities in detail. [https://education.ohio.gov/...Guide...Parent.../ODE\\_ParentRights\\_040617.pdf](https://education.ohio.gov/...Guide...Parent.../ODE_ParentRights_040617.pdf) .aspx

**Additional Resources:**

- Special Education Coordinator of your Local School District
- LRESC Program Supervisor
- LRESC Parent Mentor (740)349-6947
- Ohio Department of Education – Division of Special Education  
933 High Street, Worthington, Ohio 43085, (614)466-2650  
<http://www.ode.state.oh.us/GD/Templates/pages/ODE/ODEPrimary.aspx?page=2&TopicRelationID=967>
- COSERRC (Central Ohio Special Education Regional Resource Center)  
470 E. Glenmont Avenue, Columbus, Ohio, 43212, (614) 262-4545
- Licking County Board of MRDD Case Management (740-349-1420)
- Ohio Coalition for the Education of Children with Disabilities  
165 West Court Street, Suite 302, Marion, Ohio 43302, (800) 374-2806
- Ohio Legal Rights Services  
8 East Long Street, Columbus, Ohio 43215, 1-800-282-9181

**Guardianship:**

You are your child’s natural guardian until they reach age 18. At this age, even if your child has significant handicaps and is dependent upon your assistance in making decisions or caring for their needs, the law sees him/her as an adult, independent of you.

Since the law does not recognize parents as guardians of their adult children, legal or court-appointed guardianship may be a consideration. However, each person’s situation and needs are very different. You will need to determine what will best meet the needs of your child as well as your family.

**Notification of Section 504 and Title IX:**

Section 504 of the rehabilitation Act of 1973 and its accompanying regulations prohibit the discrimination towards any individual on the basis of his/her disability. Accordingly, all employees of the Licking County Educational Service Center are expected to adhere to School Board policy which prohibits discrimination of the basis of a disability. Any employee, or parent who feels that he/she or his/her child has been discriminated against on the basis of a disability should, file a written complaint with the district compliance officer.

The Licking County Educational Service Center’s officer for Section 504 of the Rehabilitation Act and the address are as follows:

Mason Davis - mldavis@laca.org  
116 West Church Street  
Newark, Ohio 43055  
740-345-3290

The Licking County Educational Service Center's Board of Education commits to maintain a working and learning environment for all its employees and students by providing fair and equitable treatment including freedom from sexual discrimination and sexual harassment. Any employee or parent who feels that he/she or his/her child has been subjected to sexual discrimination or sexual harassment should file a written complaint of the alleged act to the Title IX Compliance Officer for the Licking County Educational Service Center. The written complaint should state in detail the basis of the complaint, the names of the persons involved and the dates of the specific complaint. The Title IX Compliance officers for the Licking County Educational Service Center and address are as follows:

Jason Hankinson -  
jhankinson@laca.org  
Licking County ESC  
145 North Quentin Road  
Newark, OH 43055  
(740)349-6095

**Additional Resources:**

Advocacy and Protective Services, Inc. (APSI)  
986 West Goodale Blvd.  
Columbus, Oh 43212  
(614)487-3800

Ohio Legal Rights Service  
8 East Long Street  
Columbus Oh 43215  
1-800-282-9181 , TDD 728-2553

ARC Ohio  
1335 Dublin Road  
Columbus, Oh 43215  
(614)487-4720

Licking County Board of MRDD Case Management  
(740)349-6588 & (740)349-1420

## Community Contacts

Al-Anon (Licking County)	(740)587-4062
Alcohol Support Group	(740)587-4062
Alcohol & Drug Helpline	(801)821-4357
Alcoholics Anonymous	(740)345-7060
American Red Cross of Licking County	(740)349-9442
Anxiety Disorders of America	(240)485-1001
Autism Society of America – Cent. Ohio Ch.	(614)888-4017
Brain Injury Assoc. of Ohio	(866)644-6242
Camp O'Bannon	(740)345-8295
Central Ohio Sleep Disorder Support Group	(614)459-0945
Child Support Enforcement Agency	(740)349-6575
Children & Adults w/ ADD	(800)233-4050
Cocaine Anonymous	(800)347-8998
Community Health Clinic	(740)345-1113
Comm. Mental Health & Recovery Board	(740)522-1234
Food Pantry Network of Licking County	(740)344-7401
Friends of citizens w/ Disabilities	(740)345-9861
Friends of the Homeless	(614)253-2770
HIV/AIDS Treatment Information	(800)458-5231
Habitat for Humanity of Licking County	(740)349-7320
Hannah Neil Center	(614)491-5784
Health Dept. City of Newark	(740)349-6680
Homicide Survivors	(614)275-4587
House of New Hope	(740)345-5437
Licking county Alcoholism Prevention	(740)366-7303
Licking County Court	(740)670-5770
Licking County Job and Family Service	(740)670-8999
Licking County ESC	(740)349-6084
Licking County Health Dept.	(740)349-6535
Licking County Homeland Security	(740)349-6437
Licking County Sheriff's Office	(740)670-5500
Licking Memorial Hospital	(740)348-4000
Mental Health Assoc. of Licking County	(740)522-1341
Moundbuilders Guidance Center	(740)522-8477
Narcotics Anonymous	(740)348-4870
Nat. Coun. Child Abuse & Family Violence	(800)422-4453
Obsessive Compulsive Anonymous	(614)870-6786
Pathways of Licking County	(740)345-6166
Rape, Abuse & Incest Network	(800)656-4673
Woodlands	(740)349-7066